



POSITION DESCRIPTION

Director of Continuing Education

Position Director of Continuing Education
Department/Site Career/Technical and Continuing Education
FLSA Exempt
Evaluated by Dean of Career/Technical and Continuing Education
Salary Range M-13

Summary

Under the general direction of the Dean of Career/Technical and Continuing Education, the Director of Continuing Education manages, plans, organizes and designs District activities related to noncredit, community education (fee-based), and the District's high school summer programs.

This is a 12-month academic management position.

Essential Duties and Responsibilities

- Assumes full management responsibility for all noncredit, community education (fee-based), and District high school summer programs.
- Develops, directs and implements a strategic plan designed to increase District revenues and program services in the areas of noncredit, community education (fee-based), and high school summer programs.
- Plans, coordinates and implements strategies and activities to sustain and grow programs related to noncredit and community education with an increase in revenue and students served in these programs.
- Researches, analyses and implements short- and long-term activities in support of District revenue and enrollment requirements.
- Hires, supervises, and evaluates assigned continuing education staff (classified and faculty), and student workers.
- Manages and supervises daily operations of the noncredit and continuing education office activities and assigned staff.
- Monitors budgets and facilitates activities of categorically-funded programs and services.
- Plans, proofs, and approves the continuing education printed schedule
- Maintains and updates program information and classes.
- Coordinates and manages the day, evening, and weekend noncredit and community education programs.
- Hires, supervises, and evaluates noncredit instructors.
- Develops and implements new fee-based programming based on community need and demand.
- Supervises and coordinates summer school programs for area high schools including recommending instructors and consultants for hiring.
- Coordinates with other programs and faculty to ensure new curriculum is developed when needed for noncredit education.
- Supervises and coordinates fee-based registration and scheduling for the community education program.
- Supervises and coordinates noncredit student application and registration.
- Assists the Dean of Career/Technical and Continuing Education.
- Coordinates and completes program review for continuing education programs.
- Maintains positive working relationships with other programs on campus.



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- Communicates District policy and administrative decisions to assigned personnel and students.
- Participates in shared governance.
- Attends and participates in advisory group meetings and activities.
- Administers the collective bargaining agreements among the District, and the classified and faculty unions.
- Creates an atmosphere of exceptional internal and external customer service, collegiality and supports the goals of shared governance.
- Supervises, trains, and evaluates assigned personnel, including student workers.
- Resolves conflict.
- Ensures compliance with local, state, and federal regulations.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Knowledge, Skills and Abilities

- Knowledge of secondary and post-secondary school systems and related governance.
- Requires in-depth knowledge of applicable federal, state, regional, county, and local regulations.
- Knowledge of the California community college system.
- Knowledge of various software programs, and commonly used office equipment (i.e., computer, calculator, fax machine, etc.).
- Management skills in budget formation and administration.
- Demonstrates proficiency in the legislative and budgetary process with specialization in education (trend analyses and revenue generation).
- Develops partnerships and stakeholder relationships that effectively transition students through an efficient process and results in master/academic success and promotion.
- Builds and maintains intra- and interagency relationships which are essential to build the collaboration that serves all learners across institutions.
- Participates in the hiring, evaluation, and supervision of others.
- Provides marketing and promotions to increase the awareness of specific college programs.
- Plans, organizes, and implements major events relative to specific college programs.
- Accurately maintains statistical information for reporting purposes.
- Interprets District policy and regulations, Education Code, and other appropriate governing laws.
- Ability to perform all of the relevant duties of the position with only general direction.
- Ability to work effectively in a shared governance environment.
- Ability to provide customer support from a management level.
- Ability to provide customer service protocol with a customer service-oriented priority.
- Ability to effectively use a personal computer and a variety of job-related software applications.
- Ability to conduct long-range planning.

Education and Experience

- Possession of a master's degree or the equivalent.
- One year of leadership experience reasonably related to this management assignment.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of ability to work effectively as a member of the administration team.
- Evidence of experience and training in the utilization of technology in administrative practice.



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- Evidence of experience supervising a complex academic program responsible for implementation of state and federal regulations.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.