



POSITION DESCRIPTION

Continuing Education Supervisor

Position Continuing Education Supervisor
Department/Site Career/Technical and Continuing Education
FLSA Exempt
Evaluated by Dean of Curriculum, Career/Technical and Continuing Education
Salary Range 09

Summary

Under the general direction of the Dean of Curriculum, Career/Technical & Continuing Education, the Continuing Education Supervisor is responsible for noncredit, community education (fee-based), and the District's high school summer programs.

Essential Duties and Responsibilities

- Monitors and implements policy changes for Continuing Education as needed.
- Coordinates, supervises activities, and monitors budgets for all noncredit, community education, high school summer programs, and contract education.
- Hires, supervises, and evaluates assigned Continuing Education staff and student workers.
- Manages and supervises daily operation of 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.
- Assists the dean with the hiring, supervision, and evaluation of 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 departments and faculty to insure 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 Curriculum, Career/Technical & Continuing Education to supervise and coordinate the contract education (customized training) program.
- Coordinates and completes program review for continuing education programs.
- Maintains positive working relationships with other departments on campus.
- Communicates District policy and administrative decisions to assigned personnel and students.
- Administers the collective bargaining agreements among the District and the classified union.
- Creates an atmosphere of exceptional internal and external customer service, collegiality and supports the goals of participatory governance.
- Supervises and evaluates assigned personnel.
- Resolves conflict.



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- Insures 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 principles.
- 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.
- Demonstrate proficiency in the legislative and budgetary process with specialization in education (trend analyses and revenue generation).
- Develop partnerships and stakeholder relationships that effectively transition students through an efficient process and results in master/academic success and promotion.
- Build and maintain intra and interagency relationships which are essential to build the collaboration that serves all learners across institutions.
- Participate in hiring, evaluation, and supervision of others.
- Provide marketing and promotions to increase the awareness of specific college programs.
- Plan, organize, and implement major events relative to specific college programs.
- Accurately maintain statistical information for reporting purposes.
- Interpret 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.
- Ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Sensitivity to and understanding of the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.

Education and Experience

- Possession of a bachelor's degree, and a minimum of three years of related experience.