

Position: Director, Community Education	Position Number:
Department: Community & Economic Development	FLSA: Exempt
Reports to: Vice President of Instruction	Salary Grade: 128

Summary

Under the direction of the Vice President of Instruction, the Director is charged with managing the college's Community Education Department including managing the daily operations. The Director supervises Instructional sites, supervises faculty and program staff, oversees grant management, the Business Training Center, and Chancellor's Office grant-funded initiatives. The Director represents the College within the scope of the assignment as appropriate to the state of California educational codes, rules, and regulations.

Essential Duties and Responsibilities

- Provide general oversight and direction to the Community Education Department and not-for-credit courses.
- Works with the Vice President of Instruction and Student Development to market and increase awareness of programs including directing the publication of marketing materials, and assisting with the advertisement of courses through website, promotional materials and community organizations.
- Develops and maintains a system for monitoring expenses and income for programs within Community Education, including recommendation of procedures to monitor and control expenditures and income and ensure fee collection.
- Participates in the hiring of faculty and classified staff.
- Serves as a business, community, and corporate liaison with local industry, organizations, community groups and agencies.
- Provide first-line leadership and supervise personnel assigned to the specific assignments of this position.
- Assess instructional effectiveness and evaluate performance of community education and customized training instructors and classified staff.
- Works with the Vice President of Instruction and Student Development to assess community and client needs and interests to develop and plan training and re-training programs
- Works with Deans concerning program development and implementation of fee-supported, not for credit programs where appropriate, monitors enrollments, develops class schedules, adding and canceling courses.
- Ensures instructor compliance with operational clerical requirements, including attendance reporting, submission of rosters, as well as participation in course, program and student assessment.
- Collaborates with workforce and job preparation training at the Job Market/One Stop Center. Works with One-Stop Partners to deliver customized not-for-credit trainings.
- Develops and maintains working relationships with all segments of the community including business, government, human resources, non-profit organizations and local residents.
- Prepares reports as needed
- Maintains professional affiliations and represents the District in local, regional and state-wide meetings and conferences.

- Responds to company inquiries, including making various types of training presentations and suggestions on other issues related to employee performance improvement and personal enrichment.
- Performs other duties as assigned by the Vice President of Instruction and Student Development.

Qualifications

Knowledge and Skills

The position requires a thorough knowledge of the college mission, functions, policies, rules, regulations, goals and objectives. Success in working with students, faculty, and staff in a collaborative and effective leadership role. Demonstrated success in being sensitive to the needs of various constituencies, facilitating appropriate dialogue, and in keeping those to whom the position reports aware and briefed including providing timely and positive recommendations about ways in which leadership may further foster collegiality.

Abilities

- Requires the ability to move between various college locations.
- Ability to quickly learn about District organization, organize day-to-day operations, exercise independent judgment, generate revenue equal to or greater than expenses, and plan and organize work.
- Ability to demonstrate oral and written communication skills. Understanding of correct English usage, grammar, spelling, punctuation and vocabulary.
- Excellent team building and mentoring, prioritization, communications, computer usage, and general leadership skills.

Physical Abilities

Requires the ability to stand or address a large audience for intermittent periods of time. Requires auditory ability to project voice to a large audience and to carry on conversations in person and over the phone.

Education and Experience

Bachelor's degree or equivalent from an accredited institution and one (3) year of administrative experience. Experience coordinating multiple programs, including supervision of related support staff.

Licenses and Certificates

- A valid driver's license.
- Must be able to pass the security clearances required to work within County and State Correctional Facilities.

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