

## **PALOMAR COMMUNITY COLLEGE DISTRICT**

### **DIRECTOR, EXTENDED EDUCATION**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

Plan, organize, coordinate and direct the overall education program and student services functions at the District's Escondido Center and seven extended education sites; provide leadership and representation for Extended Education at the District level; manage the District's off-site facilities lease agreements; and liaison with the community and primary/secondary schools.

#### **SUPERVISION RECEIVED AND EXERCISED**

This position receives direction from an instructional dean and exercises supervision over assigned staff.

#### **ESSENTIAL FUNCTION STATEMENTS**

*Essential duties and other important responsibilities/duties may include, but are not limited to, the following.*

1. Plan, organize, direct and control the activities, services and operations of Extended Education for the District; allocate personnel and resources to optimize departmental efficiency and effectiveness.
2. Train, schedule, assign, supervise and evaluate the work performance of assigned personnel; discipline personnel in accordance with established policies and procedures.
3. Provide leadership for program development and consult with faculty to plan needs for curriculum additions, modification and deletions; set priorities for resource needs.
4. Communicate with leaders in the private and public sectors and in local school districts to determine needs for new course and programs; respond to requests for instruction from external agencies and businesses; recommend courses and programs in appropriate discipline areas and modes of instruction.
5. Develop and implement marketing plans for the Escondido Center and other sites as necessary.
6. Maintain current knowledge of new developments and innovations in community colleges and higher education; recommend changes to maintain relevance of programs and meet student and community needs; conduct instructional needs assessments as appropriate.
7. Serve on a variety of District committees to assure extended education center and site needs are represented.
8. Manage off-campus facilities and negotiate lease agreements; locate new facilities as needed; maintain positive relationships with facility owners and managers.
9. Exercise leadership in the development and monitoring of the budget and manage financial resources consistent with District policy and sound financial management principles.

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10. Visit District site periodically to assure facility and program needs are addressed.
11. Communicate with faculty and staff by holding meetings to facilitate planning and decision-making and to keep faculty informed about issues and projects for the instructional program of off-campus locations.
12. Work cooperatively with other administrators and supervisors to coordinate programs and services in appropriate discipline areas.
13. Orient new faculty and staff and provide staff development opportunities for center/site personnel.
14. Participate in shared governance through service on planning and/or operations committees and task forces.
15. Perform other duties as assigned or required.

**QUALIFICATIONS**

**Knowledge of:**

- Educational goals and objectives of extended education program.
- Curriculum development.
- Statewide Title V matriculation regulations.
- Matriculation process, objectives, policies and regulations.
- District-wide administrative methods and procedures.
- Basic research methods and report writing techniques.
- Principles of business letter writing and report preparation.
- Budget preparation and control.
- English usage, spelling, grammar and punctuation.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of administration, supervision and training.
- Modern office procedures, methods and equipment including computers.
- Community College organization, operations, policies and objectives.
- Pertinent federal, state and local codes, laws and regulations.

**Ability to:**

- Oversee management of extended education center/sites.
- Perform matriculation program reviews for each component function.
- Supervise, train and evaluate staff.

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**Ability to:**

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others; use discretion in handling difficult persons.
- Operate office equipment including computers and supporting word processing, spreadsheet applications and presentation programs.
- Effectively respond to all situations/incidents using sound judgment and decision-making skills.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Prepare and control budget.
- Analyze situations accurately and adopt effective courses of action.
- Work independently with little direction; plan and organize work; meet schedules and timelines.
- Prepare reports by compiling and organizing data from a variety of sources.
- Maintain accurate and complete records.
- Work confidentially with discretion.

**EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

*Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:*

**Experience:**

Five years experience in a community college setting including two years of administrative and supervisory responsibility.

**Education/Training:**

Equivalent to a Master's degree from an accredited college or university with major coursework in education or related field.

**License and/or Certificate:**

Possession of, or ability to obtain, an appropriate valid California Driver's License.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff and students.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary walking, standing and sitting for extended periods of time. Must be able to travel between education center, satellite sites and other District locations.