



**Classification Title: Director, Education Center**

<b>Department:</b>	Instructional Services	<b>EEO6 Code:</b>	1
<b>Employment Group:</b>	Administrative Association (Educational Administrator)	<b>Salary Grade:</b>	70
<b>Supervision Received From:</b>	Assistant Superintendent/Vice President, Instruction	<b>Date of Origin:</b>	November 2017
<b>Supervision Given:</b>	Administrative, supervisory, classified, hourly, and volunteer staff at assigned education centers and sites	<b>Last Revision:</b>	April 2018

*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 by individual positions.*

**JOB SUMMARY.**

Plans, directs, controls, coordinates, and organizes instructional programs and student services functions at assigned education centers and sites; supervises assigned staff; coordinates operations and scheduling of programs and services at centers and sites with administration, faculty, and staff at the main campus; coordinates facilities and other non-instructional functions at centers and sites with the appropriate departments.

**DISTINGUISHING CHARACTERISTICS.**

Director, Education Center is a standalone classification and is distinguished from other educational administrators in the Instructional Services division by its responsibility for serving as the highest-level administrator overseeing instructional programs and student services for a group of assigned education centers and sites. This classification is distinguished from the Dean, Instructional class by the latter class' responsibility for leadership and direction in the development and provision of courses, curriculum and faculty in a specific instructional division.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.**

**Essential Functions:** Essential responsibilities and duties may include, but are not limited to, the following:

1. Plans, organizes, directs, controls, coordinates, and schedules the functions of instructional programs and student services at assigned education centers and sites; develops, implements and monitors long-term plans, goals and objectives focused on achieving the District's mission and priorities; participates in the development of and monitors performance against the annual budget; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards.
2. In accordance with District policies, procedures, collective bargaining agreements, and employee handbooks, interviews and participates in selecting new department or program staff; supervises and evaluates performance of assigned employees; establishes performance requirements and professional development targets; regularly monitors staff performance and provides training, coaching and mentoring for performance improvement; recommends performance recognition when warranted; with management concurrence, implements the progressive discipline process to address performance deficiencies in accordance with District human resources policies, employee handbooks, and collective bargaining agreements; responds to grievances; approves overtime/compensatory time; recommends reclassifications; performs other activities relevant to supervision of assigned employees; provides support to reporting supervisors and/or administrators regarding disciplinary actions and grievances; approves related decisions.

3. Provides leadership and works with assigned employees to develop and maintain a high-performance, service-oriented work environment through selection, training and day-to-day administrative practices that support the District's mission, objectives and values.
4. Facilitates communication and decision-making with faculty, staff, and administrators at assigned centers and sites; provides information to faculty on a regular basis regarding programs, projects, and related issues to accomplish goals and objectives of the District and instructional programs.
5. Provides leadership for program development and class scheduling with instructional departments; submits class requests to the Instruction Office; consults with faculty to plan needs for curriculum additions, modification, and deletions; determines facility usage with other District personnel.
6. In conjunction with personnel at the main campus, determines methods and delivery of student services; provides first- or second-level response to student grievances.
7. Prepares, submits and monitors the annual budgets for assigned education centers and sites; researches and approves expenditures for services, supplies and equipment in accordance with established policies, procedures and protocols.
8. Oversees and coordinates facilities services for assigned centers and sites in conjunction with the Facilities department; reviews and resolves issues relating to cleanliness and safety of facilities.
9. Manages lease agreements for off-campus facilities and negotiates lease agreements; locates new educational facilities as needed; maintains communication and effective working relationships with facility owners and managers.
10. Oversees the acquisition and purchase of capital equipment, computers, supplies, and other equipment for assigned centers and sites.
11. Communicates with leaders in local school districts to determine needs for new courses and programs at K-12 schools; recommends courses and programs in appropriate discipline areas and modes of instruction.
12. Provides advice and support and participates in building positive internal and community relationships and in proactively addressing District-wide issues; serves on and develops partnerships with a variety of internal and external committees, community groups, professional organizations, and educational organizations to represent and communicate the needs of assigned centers and sites.

**Marginal Functions:**

1. Participates in/on a variety of committees, task forces, boards, meetings and/or other related groups in order to receive and/or convey information.
2. Participates in shared governance through service on planning and/or operations committees and task forces.
3. Performs related duties and responsibilities as required.

**QUALIFICATIONS.**

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

**Experience:** One year of formal training, internship, or leadership experience reasonably related to the administrative assignment.

**Education/Training:** A master's degree from an accredited college or university.

**Licenses/Certificates:** Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.

**Knowledge of:**

1. Management principles and practices.
2. Federal, state and local laws, codes, rules, regulations and court decisions applicable to community colleges, including the California Education Code and Title 5 of the California Code of Regulations.

3. Multiple methods of instruction.
4. Enrollment planning and scheduling processes.
5. Course articulation principles and practices, including alignment with credit courses and adult education courses.
6. Student matriculation principles, practices, and methodologies.
7. Budgeting principles and practices.
8. Funding methods and regulations regarding the use of general and restricted funds.
9. Public relations principles and practices, including the use of tact, patience, and courtesy.
10. Policies and objectives of assigned program and activities.
11. Research methods and data collection and analysis techniques.
12. Principles and practices of budget preparation and monitoring.
13. Modern office practices, procedures and equipment including computers and software programs applicable to assigned areas of responsibility.
14. Principles and practices of sound business communication.

**Skill in:**

1. Planning, organizing, and direct educational programs.
2. Managing, training and evaluating the work of others.
3. Analyzing and troubleshooting difficult situations accurately and adopting an effective course of action.
4. Establishing and maintaining effective working relationships with those contacted in the course of work.
5. Developing and maintaining a department budget.
6. Interpreting complex data and information.
7. Communicating clearly and concisely, both orally and in writing to faculty, staff, students, and community members.
8. Mediating difficult and/or hostile situations.
9. Effectively responding to all situations/incidents using sound judgment and decision-making skills.
10. Compiling and organizing data from a variety of sources.
11. Maintaining accurate and complete records.
12. Maintaining confidentiality and exercising discretion.
13. Providing leadership to assigned staff and within the community.
14. Coordinate projects and setting goals and priorities with other leaders within a college to offer effective services to students.
15. Planning, organizing, developing, and evaluating programs and activities in adult and higher education.
16. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
17. Organizing multiple projects and carrying out required project details throughout the year.
18. Conducting research and reporting findings in a clear and concise manner.
19. Establishing and maintaining effective working relationships with those contacted in the course of work.
20. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

**WORKING CONDITIONS.**

**Environmental Conditions:** The employee works under typical office conditions with extensive exposure to computer screens and contact with faculty, students, other departments and the public.

**Physical Conditions:** Essential and marginal functions require maintaining physical condition necessary for ambulating for extended periods of time and performing required duties. Must be able to travel between education centers, satellite sites and other District locations.

**TERMS OF EMPLOYMENT.**

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.