



Classification Title: Director, Continuing Education

Department:	Workforce, Community and Continuing Education	EEO6 Code:	1
Employee Group:	Administrative Association (Educational Administrator)	Salary Grade:	68
Supervision Received From:	Associate Dean, Workforce Development and Extended Studies	Date of Origin:	July 2012
Supervision Given:	Administrative, Supervisory, and Classified Staff in Occupational and Noncredit Programs	Last Revision:	June 2023

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.

Responsible for planning, directing, and evaluating instructional activities and services for Continuing Education programs.

DISTINGUISHING CHARACTERISTICS.

The Director, Continuing Education is distinguished from other directors by its level of responsibility for the management of all aspects of distinct instructional programs.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities in accordance with relevant District policies, procedures, and applicable employee contracts/handbooks, which includes selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Plans, organizes, directs, and controls the activities, services and operations of the Continuing Education programs; allocates personnel and resources to optimize efficiency, effectiveness and achievement of the goals identified in the District's Strategic Plan.
3. Oversees and participates in curriculum development and/or modification for new and existing programs; develops and integrates related student outcomes.
4. Recruits and hires instructors; directs instructional activities for assigned faculty; conducts program evaluations, evaluating classes for fiscal viability.
5. Provides leadership for program development and coordinates activities with program partners.
6. Develops new programs as needed to meet labor market demands and lifelong learning needs and trends.
7. Prepares and submits course scheduling recommendations to the Associate Dean for Continuing Education courses that adhere to the District's scheduling parameters and timelines and meet the training requirements of business, industry, and community partners.
8. Provides administrative and technical support to faculty regarding Continuing Education curriculum, program approval, labor market trends, instructional facilities usage, well-equipped facilities and labs, and other related matters.

9. Prepares, submits, and monitors the annual budget for Continuing Education Programs; researches and approves expenditures for services, supplies, and equipment in accordance with established policies, procedures, and protocols; solicits and evaluates funding options and requirements; prepares related budgetary and financial reports.
10. Conducts a variety of organizational and operations studies and investigations; makes modifications to existing programs, policies and procedures as appropriate.
11. Secures donations and grant funds for the development, implementation, and maintenance of new and existing programs.
12. Creates community and business partnerships and contacts, serving as an educational advisor to trade unions; meets with business and industry to promote the District's Continuing Education programs; seeks donations for the College and its instructional programs; recruits industry advisory members for programs.
13. Coordinates registrations for off-site students as needed.
14. Prepares statistical information for required reports to the California Community Colleges Chancellor's Office.

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.

Knowledge of:

1. Managerial principles and practices.
2. Course and program development procedures and processes.
3. Curriculum development principles, practices, and methodologies.
4. Student learning outcome development and integration principles and practices.
5. Program marketing principles and practices.
6. Community college funding for credit, noncredit and not-for-credit classes.
7. Program evaluation principles, practices, and methodologies.
8. Statewide career and technical education issues.
9. Credit and noncredit FTES-eligible subject areas.
10. California Adult Education Program and Workforce Innovation and Opportunity Act.
11. State apportionment for credit and noncredit programs.
12. Applicable Federal, State, and local laws, codes, and regulations, including applicable sections of the California Education Code and Title 5 of the California Code of Regulations.
13. Program development and administration principles and practices.
14. Budgeting principles and practices.
15. Community college organization, operations, policies, and objectives.

Skill in:

1. Supervising, training and directing the work of others.
2. Utilizing a computer and related software applications.
3. Analyzing and troubleshooting difficult situations accurately and adopting an effective course of action.

4. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical or mental disability, gender, gender expression, gender identity, medical condition, nationality, race, sex, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
5. Establishing and maintaining effective working relationships with those contacted in the course of work.
6. Developing, administering, and maintaining program budget.
7. Interpreting complex data and information.
8. Communicating clearly and concisely, both orally and in writing.
9. Mediating difficult and/or hostile situations.
10. Effectively responding to all situations/incidents using sound judgment and decision-making skills.
11. Compiling and organizing data from a variety of sources.
12. Maintaining confidentiality and exercising discretion.
13. Planning, organizing, and coordinating day-to-day operations and activities.
14. Interpreting, applying, and explaining applicable Federal, State, and local laws, codes, and regulations, including applicable sections of the California Education Code and Title 5 of the California Code of Regulations.
15. Developing and administering goals, objectives, and procedures.
16. Working independently with little direction.
17. Maintaining detailed records and preparing reports, proposals, policies, and programs.
18. Developing appropriate marketing materials.

Experience and 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:

Experience:

One year of formal training, internship, or leadership experience reasonably related to the position's responsibilities.

Education/Training:

A master's degree from an accredited college or university.

License and/or Certificate:

Possession of a valid California Driver's License.

WORKING CONDITIONS

Environmental Conditions:

Indoor environment; exposure to computer screens, noise and electrical energy; and extensive contact with members of the community.

Physical Conditions:

Essential and marginal functions require mental and physical fitness to perform necessary job functions with or without accommodation. Position requires travel to District and other locations.

TERMS OF EMPLOYMENT

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