



**Classification Title: Supervisor, Career Education**

<b>Department:</b>	Career, Technical, & Extended Education (CTEE)	<b>EEO6 Code:</b>	3
<b>Employee Group:</b>	Confidential and Supervisory Team (CAST)	<b>Salary Grade:</b>	45
<b>Supervision Received From:</b>	Assigned Administrator	<b>Date of Origin:</b>	2011
<b>Supervision Given:</b>	Assigned Classified, Short-Term, Student, and Volunteer Staff	<b>Last Revision:</b>	8/2024

***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.**

Supervises, coordinates, and provides leadership for the successful implementation of Career Education (CE) programs and grants, especially as they relate to supporting students in the Career, Technical, and Extended Education fields; coordinates the goals, objectives, and strategies of the programs and grants, including the CE center/programs/services and other activities as they relate to the grants; responsible for performing administrative activities related to planning, implementing, and coordinating CE programs, including supervising program staff, and overseeing the day-to-day center operations.

**DISTINGUISHING CHARACTERISTICS.**

The Supervisor, Career Education is distinguished from other supervisory classes within Instruction by its full supervisory authority over assigned classified, hourly, short-term and volunteer staff and by the position's responsibility for overseeing CE center/programs/services and other activities as they relate to CE grants.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.**

**Essential Functions:** 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. Supervises, oversees, organizes, and coordinates the day-to-day program activities and communications of CE to ensure efficient and effective office operations, including the investigation, troubleshooting, and resolution of a variety of internal and external issues.
3. Under direction from the assigned Administrator provides leadership and oversight for implementation of CE programs and grants with a special focus on goals, objectives, and strategies; oversees the day-to-day operations of CE programs and grants; facilitates the development and implementation of all aspects of the programs and grants.
4. Performs complex and technical responsible administrative assistance; conducts research; compiles information and data and assists in the preparation of statistical and narrative reports; verifies data for accuracy, completeness, and compliance with established procedures; processes forms and documents according to established procedures; completes special projects and ad hoc reports as requested.
5. Processes a variety of forms and/or paperwork, including requisitions, vendor or service contracts, reimbursements, blanket purchase agreements, Cal Card purchases, and/or purchase orders; monitors, tracks, verifies, and reconciles purchases and invoices for payment.

6. In collaboration with faculty and administration, develops and implements policies and procedures concerning the operation of CE programs; coordinates project organization, scheduling, implementation, and evaluation.
7. Supports faculty and staff development as it pertains to the programs and grants; assists faculty in development/implementation of programs/grant-funded activities, including purchasing and the selection of staff; collaborates with faculty and administrators on development and implementation of program services; participates in and coordinates meetings with other CE entities and personnel.
8. Coordinates evaluation services, including assessment, data collection, and analysis; assures compliance with federal, state, and local requirements and with a variety of narrative and statistical reports, records, files, budgets, accounts, and services to students; assures the maintenance of accurate records and files.
9. Coordinates communication and activities with and serves as a liaison between CE participants, regional/community partners and District administration; communicates with other District employees, students, the community, and local schools to further program goals; represents and communicates CE initiatives to the District and the community it serves; obtains and provides information, and assists in resolving disagreements, questions, and issues as appropriate.
10. Completes and submits program/grant activity reports, quarterly and final reports, and other reports as required by the assigned Administrator for programs/grant-related activities; manages and monitors programs and grant budgets with the support of other personnel; and provides programs and grant summaries to the assigned Administrator or designee.
11. Develops and maintains a comprehensive student database for reporting and participant tracking; compiles, assembles, and disseminates requested program data; prepares a variety of studies and reports, including participating in the preparation of annual performance reports.
12. Maintains student documentation to meet retention and audit requirements; maintains and ensures the confidentiality of student documents and records in accordance with the Family Educational Rights and Privacy Act (FERPA) and established District policies and procedures.
13. Administers and maintains the CE program/grant budgets in accordance with District policies and procedures and in compliance with requirements and regulations of the funding agencies.
14. Maintains currency regarding CE, and relevant policies and grant terms and conditions to ensure program compliance throughout the period of the grants.

#### **Marginal Functions:**

1. Maintains program webpages, including structure, pages, and linkages, and incorporates new ideas and technologies into the pages as appropriate; ensures webpages are current by checking linkages for accuracy, updating databases, and correcting errors.
2. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
3. Participates in shared governance through service on planning and/or operations committees and task forces.
4. Performs related duties and responsibilities as required.

#### **QUALIFICATIONS.**

**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:

**Experience:** Three years of experience coordinating CTEE or educational programs and/or working with grants, including one year of lead or supervisory experience.

**Education/Training:** Equivalent to a bachelor's degree from an accredited college or university.

**License and/or Certificate:** Possession of a valid, appropriate California Driver's License.

#### **Knowledge of:**

1. Policies and objectives of assigned programs and activities.
2. Supervisory principles and practices, including selection, training, evaluating, and discipline.

3. Applicable federal, state, and local codes, laws, and regulations.
4. Modern office procedures, methods and equipment using computers and applicable software programs, including word processing and database management systems.
5. Budget preparation and management.
6. Basic research methods and report writing techniques.
7. Interpersonal and multicultural leadership principles, including the use of tact, patience and courtesy.
8. Principles and practices of sound business communication including correct English usage, spelling, grammar, and punctuation.
9. Grants coordination, including implementation, budget monitoring, and ensuring compliance.
10. Practices and procedures of office administration and support, including maintenance of records and files and operation of office equipment.
11. Customer service principles, including the use of tact, patience and courtesy
12. Database management principles and practices.
13. Development and maintenance of basic websites and associated software.

**Skill in:**

1. Planning, organizing, and directing grant activities.
2. Selecting, supervising, training, evaluating, and directing the work of others.
3. Interpreting and applying rules, regulations, and policies governing federal grants.
4. Interpreting and applying applicable federal, state, and local rules, regulations and policies.
5. Interpreting complex data and information.
6. Utilizing a computer and related software applications.
7. Managing databases.
8. Analyzing and troubleshooting difficult situations accurately and adopting effective courses of action.
9. Establishing and maintaining effective working relationships with those contacted in the course of work.
10. Prioritizing and scheduling multiple activities simultaneously.
11. Ensuring accuracy in all documents, reports, and correspondence.
12. Preparing clear and concise reports.
13. Communicating clearly and concisely, in both oral and written English.
14. Exercising tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
15. Establishing and maintaining cooperative working relationships with those contacted in the course of work.
16. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race and ethnic backgrounds of community college students, faculty, and staff.
17. Using tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
18. Maintaining the confidentiality of information, files and records.
19. Processing, monitoring, tracking, verifying, and reconciling a variety of paperwork.

**WORKING CONDITIONS.**

**Environmental Conditions:** The employee works under typical office conditions, and the noise level is usually quiet to moderate.

**Physical Conditions:** Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit for prolonged periods; near visual acuity for reading computer screens, reports and schedules; repetitive use of hands for extensive use of keyboards. Must be able to travel as needed between District locations and other sites.

**TERMS OF EMPLOYMENT.**

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