

TITLE	CLASSIFICATION	SALARY RANGE
Director, Community Education	Management Team Educational Administrator	25

**SCOPE OF POSITION:**

Under the direction of the Dean, Instruction and Strategic Program Development, plan, organize, and direct the daily operations and educational planning of the Community Education Department; develop, plan and implement a balanced curriculum of classes and events that promote District educational goals; collaborate with and develop partnerships with local school districts and community organizations to design and implement curriculum enhancement programs; supervise and evaluate the performance of assigned staff.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Develop and implement the marketing plan for community education programs and special projects to advertise educational programs offerings to local businesses and nonprofit entities, students, alumni and the local community; prepare marketing materials.
2. Evaluate programs for effectiveness; coordinate community education courses in conjunction with Deans and faculty; oversee the scheduling of facilities, identify appropriate instructors, literature, training materials and supplies for community education courses.
3. Collaborate with local school districts to design and implement curriculum enhancement programs; serve as liaison between school districts and the District in matters relating to community education.
4. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions according to established procedures.
5. Identify opportunities with community service providers to offer workshops, seminars and other activities; draft and submit contractual documents and monitor invoices; communicate with local businesses to provide contract training opportunities.
6. Coordinate the online registration process; provide assistance with student enrollment activities; serve as a technical resource to students regarding registration procedures.
7. Provide technical expertise, information and assistance to the Dean regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
8. Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.
9. Direct the preparation and maintenance of narrative and statistical reports, records and files related to personnel and assigned activities; prepare the community education program annual report and other reports and analyses; present assigned reports to the Board of Trustees.
10. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.
11. Develop and prepare the budget for the Community Education Department; analyze and review budgetary and financial data; authorize expenditures in accordance with established priorities.

**KNOWLEDGE OF:**

1. District, State and Federal standards and requirements governing Community Education programs and services.
2. Instructional techniques and strategies related to community education.
3. Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of college students.
4. Title V regulations and applicable sections of the California Education Code.
5. Marketing methods and systems for creating marketing materials.
6. Budget preparation and control.
7. Oral and written communication skills.
8. Principles and practices of administration, supervision and training.
9. Applicable laws, codes, regulations, policies and procedures.
10. Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

1. Effectively train, supervise and evaluate the performance of assigned staff.
2. Communicate effectively both orally and in writing.
3. Interpret, apply and explain rules, regulations, policies and procedures.
4. Establish and maintain cooperative and effective working relationships with others.
5. Analyze situations accurately and adopt an effective course of action.
6. Meet schedules and time lines.
7. Work independently with little direction.
8. Plan and organize work.
9. Direct the maintenance of a variety of reports, records and files related to assigned activities.
10. Operate a computer and assigned office equipment.
11. Demonstrate sensitivity to, and respect for, a diverse population

**QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

**EDUCATION:**

Master's Degree and ability to meet minimum qualifications for current SRJC faculty discipline.

**EXPERIENCE:**

One year of formal training, internship or leadership experience reasonably related to this assignment.