

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT	
Director, Adult and Continuing Education	Management Team Educational Administrator	Range: 13.0	Days: 224

JOB DESCRIPTION:

Under direction, manages the college's noncredit, off campus programs and Weekend College. The Director is responsible for the long range planning and outreach, budget development and oversight, staff supervision, and coordination with other college departments and services related to his or her assignment.

SCOPE:

The Director, Adult and Continuing Education is responsible for the daily operation and educational planning for the district's non-credit courses and works with the Dean of Continuing Education and Strategic Program Development as well as other Deans in charge of credit programs to oversee the planning and operation of the District's Weekend College and off-campus programs. The Director interfaces with all sectors of the community to select and market courses effectively. The policies concerning the programs are developed at local and state levels. Under direction, the Director has responsibility for interpretation and implementation of these policies and procedures, including the alignment with Institutional Planning, development of curricula, scheduling of classes, program budget development and monitoring and selection and evaluation of off campus coordinators, faculty and classified staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Works with Deans, Department Chairs, and Program Coordinators concerning program development, monitoring enrollments, development of class schedules, adding and canceling courses, budget and faculty loads and evaluations, and other issues.
2. Coordinates with administration and service departments that provide infrastructure: advertising, registration, curriculum approval, ordering books, equipment, personnel, facility rental agreements, and other needs.
3. Oversees activities of the off campus coordinators including, problem-solving issues, monitoring enrollments, assisting students, providing new faculty orientations, locating facilities and outreach to community.
4. Works with the District's Institutional Research Department to conduct needs assessments in all sectors of the community, and analyzes results in order to select and/or design curricula for off campus and weekend programs.
5. Assists with increasing advertisement of courses through website, promotional materials and community organizations.
6. Supervises off campus coordinators and non-credit contracts.
7. Interprets laws, agreements, and District policies affecting the program.

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8. Directs and authorizes the use of facilities by community organizations. Supervises Department support staff in coordinating maintenance, security, technical and other College personnel as needed for approved events. Supervises the maintenance of a non-instructional master calendar. Approves expenditures in related budget and oversees billing procedures to generate revenue.
9. Works closely with the Scheduling Office to develop and implement programs and procedures for efficient and non-conflicting scheduling of College facilities.
10. Works in cooperation with academic departments in the development of non-instructional events open to the public, including interpreting appropriate District policy, coordination with the master calendar, facility arrangements and providing technical advice.
11. Advises community organizations in the development of programs using District facilities.
12. Develops and maintains working relationships with all segments of the community including business, government, human resources, non-profit organizations and local residents.
13. Responds to student, faculty, community, staff complaints.
14. Recruits local community members to apply for adjunct faculty pools.
15. Serves on standing and ad hoc committees as required.
16. Prepares reports as needed for presentation to the Board of Trustees.
17. Maintains professional affiliations and represents the District in local, regional and state-wide meetings and conferences.
18. Assists in supervision of instructors and classified staff having duties related to non-credit, community education and off campus programs, and assists other Deans as necessary to supervise instructors in the Weekend College.
19. May be required to act as Dean, Continuing Education and Strategic Program Development in the absence of the Dean, Continuing Education and Strategic Program Development.
20. Performs other duties as assigned, by the Dean, Continuing Education and Strategic Program Development.

KNOWLEDGE OF:

1. Adult education and the promotion and development of programs in the community.
2. Program management.
3. Equal Opportunity Employment, hiring, and evaluation procedures; local, state, and federal employment regulations.
4. Legal and regulatory climate in California Community Colleges.

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ABILITY TO:

1. Plan and organize large, complex projects; supervise the work of assigned staff.
2. Relate effectively with a wide diversity of students, faculty, staff and community members.
3. Communicate effectively both orally and in writing.
4. Advocate for the District's programs and services.
5. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Education:

Master's Degree required or the equivalent, 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.

SUPERVISION RECEIVED:

The Director, Adult and Continuing Education reports to the Dean, Continuing Education and Strategic Program Development.

SUPERVISION EXERCISED:

The Director, Adult and Continuing Education supervises faculty, classified support staff, STNC's and student employees.

Board Approved: June 13, 2006