

## **DIRECTOR, CONTINUING EDUCATION SUPPORT SERVICES**

### **CLASS SUMMARY**

Overall responsibility to the Vice President of Continuing Education for the maintenance of the facilities and grounds, security and safety, bookstore operations, outreach, student admission and attendance records, and the preparation and maintenance of required records and reports; supervision of office and custodial staff; performs other duties as assigned.

### **REPRESENTATIVE DUTIES**

Provides direction, coordination, and maintenance of continuing education facilities and grounds, security and safety, bookstore operations, outreach, and the student record system including admissions, registration, grades, transcripts, and attendance reports. Coordinates activities with administrators and key staff at extension sites; supervises and directs administrative, custodial, and security staff; reviews and approves/rejects community requests for use of facilities; directs audit of registration and attendance materials; schedules and coordinates activities with the District's Information Technology Department regarding technical support in terms of input procedures and corrections of output; prepares apportionment reports for state and local governments; researches and prepares enrollment comparisons and projection reports; provides in-service training for clerical staff in central and off-site locations; responsible for data entry of admissions records and for the electronic imaging of student records; establishes procedures for registration, transcripts, and graduation; recommends policy and procedure; maintains and updates site emergency preparedness plan; plans and coordinates site emergency drills; and monitors programs and services in assigned area for responsiveness to the needs of a culturally diverse community.

### **PERSONNEL**

Responsible for and recommends the hire, transfer, suspension, assignment, discipline, and training/professional development of assigned personnel; also responsible for administering collective bargaining agreements, adjustment of grievances, and compliance with District policies, rules and regulations regarding employment and selection procedures, evaluation of assigned staff, and providing direction and assistance in relation to all programs associated with this office.

### **STUDENTS**

Responsible for handling student suggestions, questions and complaints regarding assigned areas.

### **PLANNING**

Plans all programs under areas of supervision; responsible for the scheduling of work, events, facility use, maintenance, and the delivery of services.

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(continued)**

**OTHER PROFESSIONAL RESPONSIBILITIES**

Participate in District-wide committees and task forces.

**ORGANIZATIONAL RELATIONSHIP**

This position reports to the Vice President of Continuing Education and supervises the work of classified full-time, part-time, and student workers.

**REQUIRED SKILLS AND QUALIFICATIONS**

**Minimum Qualifications:** A Bachelor's degree and at least five years of experience reasonably related to this administrative assignment including three years in a supervisory capacity. Experience in a public educational agency is desirable.

**Required Skills:** Ability to establish and maintain effective relationships with administrators, college personnel, faculty, students and public; plan and coordinate the work of others; read, comprehend, and apply a wide range of written materials having technical, legal, and policy content; adapt to changing legal policy and procedural requirements; prepare narrative and statistical reports; knowledge of California Education Code requirements for student admission, attendance, grading, and records maintenance; knowledge of student information records systems, spreadsheet software applications and word processing software applications; plan, measure and evaluate programs, services and activities.

**Desired Skills:** Experience working in a community college noncredit department or in a K-12 adult education setting.

Board Approval Date: