

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
REVISED JUNE 2024

**VICE PRESIDENT, CONTINUING EDUCATION
JOB DESCRIPTION – ACADEMIC ADMINISTRATOR**

GENERAL RESPONSIBILITIES

Reporting to the President provides leadership and oversight for the analysis, development, implementation, and evaluation of noncredit and community education programs, strategies, initiatives, and efficiencies in the Continuing Education Division, including but not limited to counseling, guidance and related programs, activities, and services in the division service area; performs other duties and special projects as assigned.

Incumbents in this classification serve as the executive administrator of a major comprehensive educational and support program. This college cabinet-level position serves as a leader and collaborator in the College's strategic planning and decision-making activities.

REPRESENTATIVE DUTIES

1. Advise the President on collegewide/districtwide issues, programs, and services; recommend policy and implementing procedures for Board-adopted policies and/or procedures.
2. Implement and administer Board policies in accordance with procedures and guidelines distributed by the President.
3. Plan, develop, organize, and administer non-credit and community education instructional offerings, curriculum, co-curricular activities; student services, including counseling, student governance, student activities, and job placement.
4. Direct and implement rules for student safety, health, discipline, and conduct.
5. Provide leadership in developing the enrollment growth plan and related instructional facilities.
6. Participate at districtwide, local, and State levels of community college planning and articulation of instruction; represent the program at social, professional, and political events which have a direct influence on the course of the program's development.
7. Plan, develop, and direct the maintenance of a continuous community relations program in accordance with established policies; develop and maintain a communication network with all college/program personnel regarding all aspects of operations.
8. Maintain the program as an integral part of the community by developing, implementing, and promoting needed programs and services.
9. Plan, develop, and direct community service and education programs.
10. Supervise, coordinate, and evaluate general activities of program managers or other administrative personnel; assign, supervise, and evaluate personnel allocated to the program; evaluate staff performance and review evaluations making appropriate recommendations; analyze staff utilization needs; ensure that equal education/employment opportunity is available to all students and employees.
11. Promote and encourage in-service training and professional improvement for all staff e.g. classified professionals, faculty, and administrators/managers to achieve maximum effectiveness.
12. Review and recommend legislation to benefit the College/District and the program.
13. Plan, analyze, and review facilities assigned to the division; recommend additions, remodeling, and repairs.
14. Procure and maintain supplies and equipment for administrative and instructional purposes.
15. Participate in the establishment of safety procedures and practices to protect staff, students, and the public. Serve as a lead in college Emergency Operations Center plans.

VICE PRESIDENT, CONTINUING EDUCATION
JOB DESCRIPTION – ACADEMIC ADMINISTRATOR

REPRESENTATIVE DUTIES (CONTINUED)

16. Responsible for budget development, implementation, and management, including grants; review procedures and audit trials relative to program budget development and administration.
17. Provide administrative direction to the implementation of procedures for appropriate record maintenance and retention.
18. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Budget preparation and control.
- Coordination of assigned districtwide functions.
- College operations, organization, policies, and objectives.
- Fiscal management and experience with budget planning and development. Goals of the College/District's educational master plan.
- Governance systems for California community colleges and districts.
- Information technology and other emerging technologies.
- Operation and use of computers and basic software applications.
- Public and private sector funding opportunities as related to educational opportunities and programs.
- Legislative issues and media perception.
- Local, State, and federal laws governing programs/services of community college districts.
- Principles of management, leadership, supervision, training, and public administration.
- Student enrollment trends and demographic trends of the community.
- Trends in academic, career, adult, continuing, and higher education and the educational needs of a multi-cultural community.
- Title V and California Education Code related to continuing/adult/noncredit educational programs.
- Interpretation and maintenance of Collective Bargaining Agreements.
- Instructional principles and techniques

Demonstrated Skills and Abilities:

- Advocate for adult continuing education noncredit programs or post-secondary education.
- Assure conformance of community college operations to applicable federal, State, county, and local laws and regulations.
- Build community and business partnerships.
- Commit to shared governance, collaboration, and College/District goals and missions.
- Communicate effectively both orally and in writing.
- Coordinate and provide leadership in evaluating, monitoring, and maintaining educational and student support services.

VICE PRESIDENT, CONTINUING EDUCATION
JOB DESCRIPTION – ACADEMIC ADMINISTRATOR

DESIRABLE QUALIFICATIONS (CONTINUED)

Demonstrated Skills and Abilities (continued)

- Delegate responsibility effectively.
- Demonstrate interpersonal skills, including tact, patience, and courtesy.
- Develop an efficient network of media communications within the College/District and the community.
- Develop and evaluate programs responsive to the constantly changing needs of multi-faceted and multi- ethnic communities.
- Develop and manage division budgets and provide clear fiscal leadership.
- Enhance the institution's image as a leader in the community.
- Establish and maintain effective and cooperative working relationships with others.
- Formulate program policy and procedures.
- Implement the mission, goals, and objectives.
- Lead, manage, direct, supervise, and train personnel.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Plan, organize, direct, administer, review, and evaluate assigned programs and services.
- Promote and maintain high standards for personal and organizational integrity, honesty, and respect for people.
- Provide consistent efficient leadership and motivate others to work constructively.
- Research, analyze, develop, and interpret policies and procedures impacting assigned areas of responsibility.
- Strong leadership skills
- Work with administrative systems and databases.
- Work with students and staff with diverse academic, socioeconomic, cultural, linguistic, and ethnic backgrounds, and disabilities.

Minimum Qualifications: Possession of a Master’s degree and one year of formal training, internship, or leadership experience reasonably related to the administrator’s administrative assignment.

Preferred Qualifications: Possession of a Doctoral degree and a minimum of five years of senior- level management experience preferably in planning, implementing, evaluating, and advocating for a wide range of adult or continuing education noncredit programs or in post-secondary education.

Usually involves working in an office. Considerable travel from site to site and outside of the District.

Board Approval Date: June 10, 2024