

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Director, Military Education

**Unit:** Management

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**Job Code:** C2422  
**Original Date:** 05/1996  
**Last Revision:** 03/2018  
**Staff Type:** Academic  
**FLSA status:** Exempt  
**Salary Range:** 21

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### **DEFINITION**

Under the general supervision of the Vice Chancellor, Instructional Services, or assigned manager, direct the District's military programs strategic plan, goals, and budget and provide quality instructional services (ADA and Contract) at reasonable and competitive cost (contract) in response to military training requirements at locations throughout the United States.

### **EXAMPLE OF DUTIES**

1. Direct the District's educational programs on local military installations for state apportionment and coordinate all contract instructional services at locations throughout the United States; interface with military representatives to provide services to active duty, guard, and reserve personnel, spouses, dependents, civilian, and contract employees on military installations and veterans.
2. Manage contracts with multiple federal agencies, industry partners and training sites/facilities throughout the United States. Assure the preparation of licenses for employees to operate on base and to use government facilities.
3. Prepare, review, evaluate, and update Memorandum of Understanding with installations on which the colleges have programs on site and/or on line.
4. Analyze, develop, and coordinate national and international contract proposals. Act as chief negotiator on all military/government contracts involving a variety of Collective Bargaining Agreements.
5. Plan, direct, analyze, and review out-of-state program facilities; recommend additions, remodeling, repairs, and allocation of classroom space and provide for upgrading of equipment; plan and direct the maintenance of existing facilities and development of new plant, buildings and grounds.
6. Implement procedures for screening, interviewing, and selecting appropriate instructional and classified personnel; conduct liaison with military personnel and contracting personnel; plan and coordinate orientation and in-service training for professional development of program instructional staff.
7. Hire, train, supervise, and evaluate assigned staff; ensure the timely and effective hiring, supervision, and evaluation of subordinate instructional and classified staff.
8. Establish safety procedures and practices in use of plant and equipment to protect staff, students, and the public.
9. Conduct briefings for educational groups, congressional staffs, and others; prepare unsolicited contract proposals and prepare contract proposals in response to solicitations.
10. Direct the implementation of new programs; evaluate and recommend revision of continuing curricula and courses; assure the coordination and evaluation of programs or academic subject areas in accordance with legal requirements, District policies, and sound instructional principles and practices; advise and assist in the development, evaluation, and improvement of course outlines, objectives, and standards; implement instructional program goals.

11. Direct the preparation of academic teaching assignments and class schedules; direct the review and revision of the college catalog; assure that teaching locations and classrooms are assigned in accordance with established District policy.
12. Assure the timely and accurate development of assigned budgets for contract and ADA programs; monitor and control program operating budgets; direct the evaluation of equipment and facilities and recommend improvements as needed.
13. Establish effective liaison with military representatives, Contract Monitors, and representatives of other state and federal agencies in complying with the provisions of all Military Education Program contracts.
14. Prepare and deliver oral briefings; interpret District policies and procedures, contract provisions, program objectives and offerings to community, students, staff, and instructors.
15. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

- Curriculum development, content, and course outlines.
- Delivery systems for educational programs and instructional programming and scheduling.
- District's collective bargaining process.
- Goals of the District's educational master plan.
- Governance systems for California community college districts.
- Local, state, and federal laws governing programs and services of community college districts and the military.
- Military training directives and manuals.
- Operation and use of computers and basic software applications.
- Oral and written communication skills.
- Policies and procedures of the District and the US Military.
- Principles and techniques of instruction, training, counseling, and supervision.
- Supervision, management, and public administration principles.
- Technical aspects of field of specialty.
- Trends in academic, vocational, adult, continuing, and higher education and the educational needs of a multi-cultural community.

#### Skills and Abilities:

- Communicate effectively both orally and in writing.
- Demonstrate analytical and assessment skills.
- Demonstrate extensive curriculum development and course content/outline methodology.
- Develop and implement programming and scheduling of educational offerings and evaluate occupational needs of District's clientele.
- Direct and develop implementation procedures for instructional programs.
- Display strong leadership qualities.
- Interpret, apply, and explain local, state, and federal regulations and District policies, procedures, and guidelines.
- Maintain excellent interpersonal relations with college, program, and District staff, as well as students, military personnel, and community groups.
- Maintain records and prepare reports.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Prepare budgets and monitor expenditures.
- Train, supervise, and evaluate assigned staff.

Training and Experience:

Any combination of training and experience equivalent to:

- 1) A Master's degree from a regionally accredited institution, AND
- 2) One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's assignment, AND
- 3) Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

OR

- 1) Possession of a lifetime California Community College Supervisor Credential, AND
- 2) Two (2) years of recent management experience in an institution of higher education, AND
- 3) Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

Prior experience with the U.S. Military and in a community college district is desirable. Progressive, increasingly responsible senior management experience, including business development and the management of personnel and resources, is also desired.

License:

Valid California driver's license.

**WORKING CONDITIONS**

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office. Frequent travel for contract management and oversight.