

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Career Education Supervisor

Unit: Supervisory and Professional

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Job Code: D1289

Original Date: 07/2025

Last Revision: 07/2025

Staff Type: Classified

FLSA status: Exempt

Salary Range: 06

DEFINITION

Under the direction of Associate Dean of Career Education, or assigned manager, develop, implement, and administer student services programs, services, and staff on a college campus and provide leadership and direct services to students. Ensure that the objectives of the program are being met effectively and efficiently, including fiscal management, staff supervision, and program operations and development. Serve as the liaison to the college, the community, and the district office. The positions in this classification work directly with an Associate Dean or Dean with frequent (daily/weekly) contact for planning and problem solving.

EXAMPLE OF DUTIES

1. Coordinate and supervise the operation of the Career Education department and all associated programs such as apprenticeships, Career, and Job Placement. Plan, organize, direct, coordinate, evaluate, and administer services.
2. Plan, direct, and oversee studies to evaluate vocational/technical student and programs. Perform research and longitudinal studies on students, graduates, transfers, and employers for State reports.
3. Oversee the supervision, training, evaluation, and assignment of office staff, including classified and NANCE employees. Participate in hiring decisions, provide technical guidance, assess performance, and make employment and disciplinary recommendations.
4. Assist the Associate Dean in developing, monitoring, and maintaining program budget control, including expenditures, procurement, and reporting.
5. Prepare surveys, recommendations, and statistical data for program review, planning, and related institutional needs.
6. Serve as a member of committees concerned with specific program areas and services. Participate in college and district governance activities.
7. Conduct audits to ensure compliance with grant funding guidelines and regulations, including Perkins, Strong Workforce, apprenticeships, and state and federal grants, in collaboration with the Associate Dean.
8. Review timesheets for salaried positions funded by Perkins 1C to ensure monthly reporting aligns with the Perkins application.
9. Collaboratively develop operational policies and procedures for the Career Education area that prioritize a student-centered approach while ensuring compliance with mandated requirements.
10. Serve as liaison with college and community. Initiate and maintain regular contact with various educational institutions and programs. Establish collaborative working relationships with other campus program areas in developing and delivering innovative and comprehensive programs and services.
11. Prepare and maintain records, reports, files, and statistics as required.

12. Perform special projects and studies as requested.
13. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable sections of California Education Codes.
- Budget preparation and control.
- Computerized research methods, including data collection and analysis.
- District organization, operations, policies, and objectives.
- Economic and social barriers similar to those confronting the target population.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Issues facing culturally diverse students.
- Labor market conditions and trends.
- Laws and other regulations governing assigned programs and services.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Office methods and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing.
- Oral and written communication skills.
- Principles and practices of training, supervision, and instruction.
- Principles, goals, objectives, and trends of assigned programs and services.
- Principles of marketing.
- Principles of public administration and management planning.
- Record-keeping techniques.
- Technical aspects of field of specialty.

Skills and Abilities:

- Administer and control budgets.
- Allocate financial and human resources in accordance with sound management principles.
- Analyze situations accurately and adopt an effective course of action.
- Carry out assignments without detailed instructions.
- Communicate effectively both orally and in writing.
- Conceptualize, plan, and implement educational and cultural programs and student support services.
- Coordinate program activities and services with other sites, districts, and community programs.
- Develop motivational and/or informational workshops targeting student success.
- Establish and maintain effective working relationships with others.
- Interpersonal skills, including tact, patience, and courtesy.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintain comprehensive records and prepare reports.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Perform program support functions such as administering contracts and coordinating facilities use.
- Plan, organize, and supervise assigned programs and services.
- Train, supervise, and evaluate personnel.
- Work with students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.

Training and Experience:

- Any combination of training and experience equivalent to: college degree in Business, Social & Behavioral Sciences or related field and five years of responsible administrative or supervisory experience, two years of which must be directly in a college administration Career Education related program or Career Services office.

License:

Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office. Some travel to local labor market and college/university locations.