

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Continuing Education President

Unit: Executive Management

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Job Code: C9426
Original Date: 05/2013
Last Revision: 05/2013
Staff Type: Academic
FLSA status: Exempt
Salary Range: 24

DEFINITION

Under the direction of the Chancellor, plan, organize, and direct the administration of adult and continuing education non-credit programs.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification serve as chief executive officer and administrator of a major comprehensive educational and support program. This is a cabinet-level function.

EXAMPLE OF DUTIES

1. Advise the Chancellor on 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 Chancellor.
3. Plan, develop, organize, and administer instructional offerings, curriculum, co-curricular activities; student services including counseling, financial aid, student governance, student activities, and job placement.
4. Direct and implement rules for student safety, health, discipline, and conduct.
5. 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.
6. Plan, develop, and direct the maintenance of a continuous community relations program, in accordance with established policies; develop and maintain communication network with all college/program personnel regarding all aspects of operations.
7. Maintain the program as an internal part of the community by developing, implementing, and promoting needed programs and services; plan, develop, and direct community service programs.
8. 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; analyze staff utilization needs; ensure that equal education/employment opportunity is available to all students and employees.
9. Promote and encourage in-service training and professional improvement for staff, both certificated and classified, to achieve maximum effectiveness.
10. Establish and maintain employee performance records and make recommendations to the Chancellor regarding employment retention, advancement, and dismissal of staff.
11. Review and recommend legislation to benefit the District and the program.

12. Plan, direct, analyze, and review campus facilities; recommend additions, remodeling, repairs, allocation of portable buildings, and provide for upgrading of equipment; plan and direct, within policy, the maintenance of existing facilities and development of new plant, buildings, and grounds
13. Direct the establishment of safety procedures and practices in use of plant and equipment to protect staff, students, and the public.
14. Direct development and submission of the program budget for Board approval and direct operations within provisions of approved budget; review procedures and audit trails relative to program budget development and administration.
15. Provide administrative direction to the implementation of procedures for appropriate record retention.
16. Implement Equal Opportunity Program for students and employees.
17. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Budget preparation and control.
- Coordination of assigned districtwide functions.
- District operations, organization, policies and objectives.
- Fiscal management and experience with budget planning and development.
- Goals of the District's educational master plan.
- Governance systems for California community college districts.
- Information technology and other emerging technologies.
- Public sector funding opportunities as such relate 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, and public administration.
- Student enrollment trends and demographic trends of the community.
- Trends in academic, vocational, adult, continuing, and higher education, and the educational needs of a multi-cultural community.

Skills and Abilities:

- Advocate for adult continuing education non-credit 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 district goals and missions.
- Communicate effectively both orally and in writing.
- Coordinate and provide leadership to evaluating, monitoring and maintaining services to community college students.
- Delegate responsibility effectively.
- Develop and manage an institutional budget and offer clear fiscal leadership.
- Develop an efficient network of media communications within the District and the community to enhance and improve the institution's image as a leader in community college educational offerings, community services, and other programs suitable for diverse cultures and different socioeconomic groups.
- Develop and evaluate programs responsive to the constantly changing needs of multi-faceted and multi-ethnic communities.

Establish and maintain effective and cooperative working relationships with others.
Formulate program policy and procedures.
Implement the district's mission, goals and objectives.
Implement adult and continuing education non-credit programs.
Interact using tact, patience and courtesy.
Lead, manage, direct, supervise and train personnel.
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.
Relate effectively to all segments of the college/program and District.
Research, analyze, develop and interpret policies and procedures impacting assigned areas of responsibility.
Work with administrative systems and databases.
Work with students and staff with diverse academic, socioeconomic, cultural, linguistic, and ethnic backgrounds, and disabilities.

Training and Experience:

Any combination of training and experience equivalent to: Five or more years of increasingly responsible senior management experience in a large, complex adult or continuing education non-credit program or in post-secondary education, including experience in employee professional development and employee relations and experience in the planning, development, renovation, and construction of educational facilities. The following are also required for this academic/educational administrator assignment:

- 1) Master's degree (doctorate preferred) 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 cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.

OR

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

License/Credential:

Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

Category III.

Environment:

Favorable, usually involves an office.