Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB SUMMARY.

Responsible for performing management-level responsibilities related to providing educational programs and student services for the District’s educational centers and sites.

DISTINGUISHING CHARACTERISTICS.

The Director, Extended Education is a stand-alone class and is distinguished from other instruction-related management positions by its responsibility for providing leadership and direction to educational centers and sites.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and, performing related supervisory activities.

2. Coordinates and integrates functional responsibilities with other District departments to achieve efficient, effective, and customer-responsive performance.

3. Provides second- or third-level investigation and response to grievances of faculty, students, and staff.

4. Plans, organizes, directs, and controls the activities, services and operations of educational centers and sites for the District; allocates personnel and resources to optimize departmental efficiency and effectiveness.

5. Provides leadership for program development and class scheduling with instructional departments; submits class requests to the Instruction Office; consults with faculty to plan needs for curriculum additions, modification, and deletions.

6. Communicate with leaders in the private and public sectors and in local school districts to determine needs for new courses and programs; responds to requests for instruction from external agencies and businesses; recommends courses and programs in appropriate discipline areas and modes of instruction.
7. Develops and implements marketing and communications plans for the Escondido Center and other sites as necessary.

8. Negotiates rates and executes lease agreements for off-site facilities.

9. Maintains current knowledge of new developments and innovations in community colleges and higher education; recommends changes to maintain relevance of programs and meet student and community needs; conducts instructional needs assessments as appropriate.

10. Prepares, submits, and monitors the annual budgets for assigned areas; researches and approves expenditures for services, supplies, and equipment in accordance with established policies, procedures, and protocols; solicits and evaluates funding options and requirements; prepares related budgetary and financial reports.

11. Works cooperatively with other administrators and supervisors to coordinate programs and services in appropriate discipline areas.

**Marginal Functions:**

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.

2. Participates in shared governance through service on planning and/or operations committees and task forces.

3. Performs related duties and responsibilities as required.

**QUALIFICATIONS.**

**Knowledge of:**

1. Managerial principles and practices.
2. Educational goals and objectives of extended education programs.
3. Curriculum development principles and practices.
5. Matriculation processes, objectives, policies and regulations.
6. District-wide administrative methods and procedures.
7. Advanced research methods and report writing techniques.
8. Budgeting principles and practices.
9. Public relations principles and practices, including the use of tact, patience, and courtesy.
10. Community college organization, operations, policies, and objectives.
11. Marketing principles and practices.
12. Community educational needs.
13. Facilities management principles.

**Skill in:**

1. Supervising, training and directing the work of others.
2. Utilizing a computer and related software applications.
3. Analyzing and troubleshooting difficult situations accurately and adopting effective courses of action.
4. Establishing and maintaining effective working relationships with those contacted in the course of work.
5. Developing and maintaining department budgets.
7. Communicating clearly and concisely, both orally and in writing.
8. Mediating difficult and/or hostile situations.
9. Effectively responding to all situations/incidents using sound judgment and decision-making skills.
10. Compiling and organizing data from a variety of sources.
11. Maintaining accurate and complete records.
12. Maintaining confidentiality and discretion in performing work.
14. Performing matriculation program reviews for each component function.
15. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
16. Developing and maintaining positive working relationships with media representatives.
17. Analyzing financial information and data
18. Working independently with little direction.
19. Preparing reports by compiling and organizing data from a variety of sources.

**Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Six years of experience in higher education administration, including two years of supervisory experience.

**Education/Training:**

Master's degree in education or a related field.

**WORKING CONDITIONS.**

**Environmental Conditions:**
Office environment; exposure to computer screens; extensive contact with faculty, staff, and students.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for ambulating for extended periods of time and performing required duties. Must be able to travel between education centers, satellite sites and other District locations.