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.

Performs activities related to planning, organizing, and directing the overall operation of assigned education center including the supervision of the center/site, equipment and support staff; develops, implements and monitors the overall budget for assigned education center; serves as a counselor.

DISTINGUISHING CHARACTERISTICS.

The Manager, Education Center/Counselor is distinguished from Manager, Education Center by its responsibility for an education center as well as for serving as a counselor.

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. Plans, organizes, implements, and administers the operations of the assigned functional area through subordinate supervisors and staff.

3. Plans, organizes, and coordinates the day-to-day activities of assigned education center; coordinates assigned areas of responsibility with other functional units within the District.

4. Interfaces and collaborates with military, school district, and tribal hosts to meet the needs of specific areas of the District in offering needed courses.

5. Develops schedules for courses to be offered at the education center/site each semester; plans annual rotation of classes to allow students to complete programs and fulfill transfer requirements; works with department chairs and division deans in finalizing class schedules; monitors class size, cancellation, additions, and changes to schedules.
6. Participates in the development, preparation, and monitoring of education center/site budgets; researches and orders equipment and supplies.

7. Resolves problems involving instructors, staff, students, and the public on issues such as enrollment, registration, complaints, personnel issues, and others.

8. Anticipates and plans for instructional and non-instructional equipment at the education center/site.

9. Works with applicable internal departments to maintain a safe and healthy working environment.

10. Prepares a variety of complex statistical and/or narrative reports related to operations and activities.

11. Develops emergency procedures for assigned center/site.

12. Serves as an administrative liaison regarding center/site issues, concerns, and other related items.

13. Oversees compliance with applicable memorandums of understanding between the District and applicable external agencies.

14. Develops marketing plans for the site; oversees the production and dissemination of advertising materials and class schedules within the geographic areas served.

15. Develops and presents goals and objectives for the site.

16. Maintains a yearly calendar of events and daily activities for the site.

17. Manages facilities, inventory control, and purchasing activities; identifies and arranges for off-campus sites to conduct classes.

18. Provides for outreach activities for geographic areas served; represents the District to the local community.

19. Performs orientation sessions and pre-registration programming for students.

20. Counsels students and develops degree plans; reviews student transcripts for eligibility for classes, degrees, and transfers.

21. Reviews and signs SOCMAR and SOCNAV contracts.

22. Prepares a variety of reports for the sites including facilities use, statistical reports, master schedule and others as needed or appropriate.

23. Manages and participates in the coordination of education center/site activities and the communication of new developments.

24. Reviews and calculates program costs for the Career Advancement Account (CAA) students; signs CAA authorization forms; monitors student progress; interfaces with the Workforce Partnership.

**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 education centers.
3. Statewide Title 5 matriculation regulations.
4. Instructional policies, procedures, and methodologies.
5. Conflict resolution techniques.
6. Matriculation process, objectives, policies and regulations.
7. Counseling principles, practices and techniques.
8. Assessment and vocational testing methods and interpretation.
9. District-wide administrative methods and procedures.
10. Rules and regulations associated with participation in SOCMAR and SOCNAV systems.
11. Basic financial aid rules and regulations.
12. Tuition assistance rules and regulations for active duty students.
14. Public relations principles and practices, including the use of tact, patience, and courtesy.
15. Community college organization, operations, policies, and objectives.

Skill in:

1. Supervising, training and directing the work of others.
2. Utilizing a computer and related software applications.
3. Interpreting and applying applicable rules, regulations and policies.
4. Analyzing and troubleshooting difficult situations accurately and adopting an effective course of action.
5. Establishing and maintaining effective working relationships with those contacted in the course of work.
6. Developing and maintaining budgets.
7. Managing the day-to-day operations of education center/site.
8. Counseling students regarding course of study.
10. Analyzing workflow.
11. Projecting future needs and anticipating change.
13. Generating and identifying opportunities to improve present programs.
14. Communicating clearly and concisely both orally and in writing.
15. Administering and interpreting interest inventories, vocational interest tests and personality inventories.
17. Coordinating activities with deans and department chairs.
18. Performing matriculation program reviews for each component function.
19. Responding effectively to all situations/incidents using sound judgment and decision-making skills.
20. Reading, interpreting, applying and explaining rules, regulations, policies, and procedures.
21. Working independently with little direction.
22. Preparing reports by compiling and organizing data from a variety of sources.
23. Maintaining accurate and complete records.
24. Maintaining confidentially and exercising discretion.

**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:**

Five years of experience in a community college setting including two years of administrative and supervisory responsibility.

**Education/Training:**

Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy, or marriage, family and child counseling.

**License and/or Certificate:**

Possession of a valid California Driver’s License.

**WORKING CONDITIONS.**

**Environmental Conditions:**

Office environment; exposure to computer screens, noise and electrical energy; 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.