

DIRECTOR, WATSONVILLE CENTER
EDUCATIONAL ADMINISTRATOR

JOB DESCRIPTION

Provides direction, leadership, and support for the Watsonville Center programs, services, faculty and staff.

SCOPE

Under the general direction of the Assistant Superintendent/Vice President, Instruction, the Watsonville Center Director supervises classified staff, coordinates the curriculum, manages scheduling, facilities and related functions for the Watsonville Center. The director also teaches classes or performs faculty duties for 25%-40% of assignment.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Assists appropriate administrators in planning, developing, and scheduling classes and services at the center.
2. Trains, supervises, schedules, and evaluates assigned classified employees. Assists in evaluation of part-time and full-time faculty in accordance with the collective bargaining agreement.
3. Provides on-site supervision and coordination of services and staff.
4. Directs and coordinates main campus services provided at the center, and facilitates coordination of student services and instruction for the center.
5. Gathers data and prepares reports and correspondence.
6. Represents the college in meetings with other colleges, educational institutions, and community organizations.
7. Facilitates local community involvement and awareness through an on-going advisory committee and community organization participation.
8. Promotes and recruits faculty/staff/student participation and representation at the center including increasing the participation of the bilingual/bicultural population.
9. Organizes and promotes staff development activities including those appropriate for staff and faculty serving bilingual/bicultural students.
10. Coordinates the promotion of Watsonville instructional programs, with attention to the diverse needs of the community, with the college public information office.
11. Recommends annual budget and ensures appropriate expenditures.
12. Chairs, serves on, and/or attends committee and task force meetings as required or assigned.
13. Ensures center practices are consistent with district policy, federal and state law, and other contracts or agreements relative to area of assignment.
14. Participates in search and selection activities for center and college staff and faculty.
15. Conducts periodic review of assigned programs and services.

TYPICAL DUTIES AND RESPONSIBILITIES (Cont'd.)

16. Prioritizes and schedules facility use of Watsonville Center.
17. Resolves or assists in the resolution of problems and/or complaints, and initiates corrective action as appropriate to assignment.
18. Teaches classes or performs faculty duties as assigned.
19. Performs related duties as required or assigned.

QUALIFICATIONS

Education and Experience:

California Community College credential authorizing administrative service at the community college level OR meet the state minimum qualifications for an educational administrator which are possession of a Master's degree and one year of formal training, internship, or leadership experience reasonably related to the administrative assignment, which may, but need not be, concurrent with the required full-time service; California Community College instructor credential OR meet state minimum qualifications or equivalent; commitment to the community college philosophy; commitment to serving the diverse populations of the community; knowledge of bilingual/bicultural population; successful experience in personnel supervision and program administration; demonstrated creativity and innovation; knowledge of current teaching and learning strategies; and experience in working with community and/or professional organizations.

Knowledge and Abilities:

Ability to communicate effectively verbally and in writing; to work cooperatively and effectively with students, faculty, administrators, community groups and individuals of diverse academic, ethnic, socioeconomic, language ability and cultural backgrounds, including those with disabilities; to plan, organize, and evaluate; to develop and monitor a budget; to train, supervise and evaluate staff; to communicate effectively in English and Spanish; to work cooperatively with others; and to consistently perform under the pressure of deadlines and other administrative demands.

AUTHORITY AND RESPONSIBILITY

The Director of the Watsonville Center provides direct supervision of the Watsonville Center and its assigned staff, and is responsible for the overall functions of the center.

Adopted: November 4, 1991
Revised: August 5, 1996

JDDIRWATMPR\BOARD\DSK
(Personnel Services)

