DIRECTOR OF COMMUNITY AND CONTRACT EDUCATION
CLASSIFIED ADMINISTRATOR

JOB DESCRIPTION

The Director of Community and Contract Education provides leadership for and management of the Cabrillo College Community Education Program, the contract education program, college facilities, the Lifelong Learning Program, and other fee-supported programs.

SCOPE

Under the general direction of the Dean of Occupational and Community Development, the Director of Community and Contract Education provides direction and management of fee-supported curriculum, budgets, facilities, and related functions for assigned activities; and directs and supervises support staff relative to areas of assignment.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Develops, plans, directs, and implements a balanced curriculum of fee-supported and Contract classes and events that promote the educational goals of the college.
2. Coordinates contract education classes in cooperation with the instructional divisions.
3. Ensures that all community education courses and activities enhance the image of the college in the community and that such courses and activities appropriately complement credit course offerings of the college.
4. Evaluates quality of Community Education programs on a regular and formalized basis.
5. Directs and manages the operation of the Community Education, Contract Education and facilities office.
6. Develops and manages the Community Education program budget to ensure a self-supporting program.
7. Manages program accounts, approves appropriate monthly payroll, and purchase order expenditures.
8. Initiates contacts with individuals, organizations and businesses to develop Community Education classes and activities.
9. Interviews prospective Community Education instructional staff for the purpose of determining teaching ability and expertise of subject matter.
10. Reviews and approves fee-supported instructor agreements and other relevant agreements with organizations and companies.
11. Promotes effective public relations for the college in the community by working with various professional groups; and conducts relevant program meetings with staff or community members as necessary.
12. Coordinates the Lifelong Learning Institute.
13. Serves on various college committees, Curriculum Committee, College Council and other meetings as required or assigned; participates in professional organizations as appropriate to assignment.
14. Develops advertising and marketing plans for the Community Education program and works with Marketing and Communication to prepare brochures and other information for public distribution.
15. Prepares the Community and Contract Education program annual report, and other reports and analyses as required, and makes presentations before the Governing Board.

16. Trains, supervises, schedules, and evaluates classified support staff relative to area of assignment.

17. Interprets and maintains compliance with pertinent federal, state, and local laws, and contractual regulations relative to area of assignment(s).

18. Performs related duties as required or assigned.

QUALIFICATIONS

Education and Experience:

Any combination equivalent to graduation from a four-year college or university and approximately four years of increasingly responsible experience working with community organizations in the development and coordination of educational and cultural programs and events.

Knowledge and Abilities:

Knowledge of commitment to the mission of a comprehensive community college; principles, practices and laws related to similar fee-based community or contract education programs; budgetary and financial recordkeeping principles and practices; principles of program organization and administration.

Ability to communicate effectively verbally and in writing; establish and maintain cooperative working relationships with campus and community groups including business and industry representatives in diverse fields and from a variety of ethnic and economic backgrounds; exhibit leadership in management and planning; perform consistently under the pressure of deadlines and other administrative demands; train, supervise, and evaluate staff.

Desirable: A Master's degree is desired.

AUTHORITY AND RESPONSIBILITY

The Director of Community and Contract Education provides direct supervision of staff assigned to the Community Education Program and other programs as designated. The Director of Community and Contract Education is responsible for the overall operations and activities of the Community and Contract Education Program and Lifelong Learning Program.