

DIRECTOR, OFF-CAMPUS HIGH SCHOOL PROGRAM

DEFINITION

Under administrative direction, plans, organizes, controls, manages, and directs Off-Campus High School Program operations and activities including instruction, student services, and budget/operations to ensure they are complying with internal and external regulations as well as meeting the needs of noncredit students. Collaborate with K-12 districts to create and implement activities for the Off-Campus High School Program; and act as the liaison between the College and the K-12 districts on all matters relating to the program.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Associate Vice President, School of Continuing Education (SCE). Exercises general direction and supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a Department Director classification that oversees, directs, and participates in all activities of the Off-Campus High School Program, including short- and long-term planning and development and administration of departmental policies, procedures, and services. This class provides assistance to the Associate Vice President, School of Continuing Education (SCE) in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy and College functions and activities and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other divisions and departments and outside agencies, and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering College goals and objectives within general policy guidelines. This class is distinguished from the Associate Vice President, School of Continuing Education (SCE) in that the latter oversees the programming and administration of the College's entire School of Continuing Education Division.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. A Plan, organize, control, manage, and direct the operations and activities of the Off-Campus High School Program; assure related activities comply with established high school standards, requirements, policies, and procedures; establish and maintain related timelines and priorities; and assure timely completion of all activities and processes.
2. Establish collaboratively with the high school districts through a needs analysis, a Memorandum of Understanding acceptable to both the College and the high schools/districts.
3. Coordinate Off-Campus High School Program performance services, communications and information between students, personnel, faculty, and administrators, and assure proper and timely resolution of Off-Campus High School Program issues, complaints and conflicts.
4. Collaborate with K-12 districts to create and implement activities for the Off-Campus High School Program; and act as the liaison between the College and the K-12 districts on all matters relating to the Off-Campus High School Program.
5. Recruit, interview and select faculty members for Off-Campus High School programs.
6. Facilitate, coordinate and manage admission, enrollment, and registration between the College and high schools/districts.

7. Collaborate with SCE counselors and assign counselors to provide support services in relation to Student Success & Support Program (SSSP).
8. Conduct faculty orientations for the purpose of communicating and training faculty regarding administrative and instructional expectations, including attendance, grade submission, and SLO submission.
9. Conduct visits to off-site locations to evaluate instruction and monitor enrollment.
10. Manage with program faculty and discipline content experts the review and approval process for course syllabi, exams, and SLO submission.
11. Collect data and create statistical reports for student achievement, student enrollment, and Noncredit Student Success and Support services;
12. Oversees and participates in reviewing Student Learning Outcomes (SLO) and assessments; advises faculty and provides feedback and recommendations; provides technical training to faculty on SLO development and assessment procedures and guidelines; develops and updates reports tracking the progress and status of curriculum, SLO, and assessment for all courses and programs within the division.
13. Develop, direct, and assure the implementation of an effective evaluation of program objectives and program impact on the College.
14. Supervises and evaluates managers, staff, and faculty; interviews and selects employees; and recommends transfers, reassignments, terminations, and disciplinary actions; coordinates staff work assignments and schedules, and reviews work to assure compliance with established standards, requirements, and procedures.
15. Collaborate with Informational Technology (IT) and Research and Institutional Effectiveness to develop tools that will measure and track student and program success.
16. Develop, prepare, and monitor budgets, coordinate expenditures, analyze and review budgetary and financial data, and maximize financial resources; ensure integrity in fiscal matters related to the program control and authorize expenditures related to program activities in accordance with established processes, guidelines, rules, and regulations.
17. Direct the development and implementation of programs, policies, services and procedures to enhance the educational and economic effectiveness and operational efficiency of Off-Campus High School Program and related services.
18. Provide technical information and assistance to the Associate VP regarding the Off-Campus High School Program services, activities, needs and issues; assist in the formulation and development of policies, procedures, and programs.
19. Communicate with administrators, personnel, and outside organizations to exchange information, coordinate activities and programs, and resolve issues or concerns.
20. Participate on and chair committees, task forces, and special assignments. Prepare and deliver oral presentations related to assigned areas.
21. Provide a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and College policies. Attends College mandated DHR training and participates in DHR investigations as directed. Assists in providing information and resources to individuals who bring forward DHR complaints and reporting possible DHR complaints to the Director, Equal Employment Opportunity Programs in Human Resources and other appropriate authority as necessary.
22. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
23. Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. High school curriculum standards, education code and policy as it relates to community college; and K-12 high school pathways.
2. Noncredit curriculum process and Career Development and College Preparation (CDCP) program development, and assessment standards.
3. Data collection and analysis, including achievement data and high school data analysis from external sources.
4. Noncredit Student Success and Support Program (NC SSSP) policies, procedures, and methods of implementation.
5. Administrative principles and practices, including goal setting, program development, implementation, evaluation, and project management.
6. Strategic planning in organization and management practices, assessment, analysis, and evaluation of programs, policies, and administrative needs.
7. Organization and management practices as applied to the development, analysis, and evaluation of high school programs and operational needs of the assigned functions.
8. Learning and student success processes, assessment, program outcomes, and application of technology.
9. Principles and practices of employee and faculty supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
10. Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
11. Integrated management systems.
12. Philosophy and objectives of community colleges.
13. Advertising and marketing methods and techniques.
14. Record-keeping principles and procedures.
15. Modern office practices, methods, and computer equipment and applications related to the work.
16. English usage, grammar, spelling, vocabulary, and punctuation.
17. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
18. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

Skills & Abilities to:

1. Establish and maintain contacts and partnerships with local high school faculty, staff, and College administration.
2. Recommend and implement goals, objectives, and practices for providing effective and efficient services.
3. Plan, organize, assign, review, and evaluate the work of high school staff and faculty, train staff in work procedures.
4. Develop assessment and processes to enhance program outcomes.
5. Organize work and build an effective team to meet the needs of the assigned areas.
6. Guide and direct others in goal achievement, specifically student success metrics.
7. Use correct English, grammar, spelling, punctuation, and vocabulary to prepare reports, professional correspondence, and presentations.

8. Problem solve and resolve conflicts in an educational environment, including with students, staff, faculty, and parents.
9. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
10. Understand scope of authority in making independent decisions.
11. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
12. Learn, interpret, and ensure compliance with established standards, laws, codes, rules, regulations, policies, and procedures pertaining to programs under assigned responsibility.
13. Meet change with innovation to promote and meet the College mission.
14. Organize, plan, and develop new concepts to enhance the programs, analyze outcomes, and prepare clear and concise reports and improvements.
15. Develop and deliver training programs and presentations.
16. Develop and monitor budgets and maximize financial resources.
17. Effectively represent the department and the College in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
18. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
19. Establish and maintain a variety of filing, record-keeping, and tracking systems.
20. Operate modern office equipment including computer equipment and specialized software applications programs.

Education and Experience:

Master's degree and five (5) years increasingly responsible experience working with high school and continuing education instructional programs, including two (2) years in an administrative role.

Licenses and Certifications:

The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

PHYSICAL DEMANDS

This is primarily a sedentary office classification although standing and walking between work areas may be required. Must possess mobility to work in a standard office and classroom setting; operate a motor vehicle and to visit various on and off campus sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment Occasional bending, stooping, kneeling, reaching, pushing, and pulling Ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment and outdoors with exposure to high noise levels and dust and allergens. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.