

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Manager, SCE Basic Skills Programs	Range: 24 (AC)	Management Schedule
Date Revised:		Date Approved:	April 10, 2007

PRIMARY PURPOSE

Under the direction of the Provost, School of Continuing Education, this position is responsible for performing a variety of administrative and supervisory duties related to the functions and activities of the School of Continuing Education Basic Skills/High School Diploma programs.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Provides leadership in the administration of the School of Continuing Education Basic Skills/High School Diploma programs, including resource development and personnel management, in accordance with laws, regulations, District policy and collective bargaining agreements.
2.	Formulates and develops program plans, goals and objectives, including staffing, facilities, curriculum and educational philosophy; assures consistency of plans with other School of Continuing Education and District plans.
3.	Plans and coordinates course offerings; develops and prepares instructor schedules and room assignments; visits program sites and classrooms to monitor and evaluate program effectiveness; assists in the preparation of the catalogue, class schedules, and other public information materials for assigned programs.
4.	Supervises the planning, development and recommendation of new courses; reviews standing courses and recommends deletion of courses no longer appropriate to the curriculum; maintains current course outlines to accurately reflect the instruction program.
5.	Develops and prepares the annual preliminary budgets for assigned programs; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.
6.	Determines appropriate equipment and supplies for the instructional area in accordance with established policies; submits textbook lists and requests for supplementary materials, audio-visual and other instructional resources.
7.	Directs the preparation and maintenance of detailed and comprehensive records, reports and files related to program personnel, facilities and activities; ensures the collection, recording and reporting of required student enrollment data.
8.	Conducts outreach activities and serves as a liaison with local high schools and community agencies to promote program enrollment and effectiveness.
9.	Maintains communication with District and School of Continuing Education administrators, faculty members and classified staff to resolve conflicts and issues, exchange information and coordinate program activities.
10.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
11.	Plans, organizes and arranges appropriate staff development programs and activities for faculty and staff; provides orientation for new employees.

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12.	Organizes, attends or chairs a variety of administrative and staff meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
13.	Maintains current knowledge of instructional methods and new technologies pertinent to assigned programs; learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
14.	Sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
15.	Performs related duties as assigned.

OTHER FUNCTIONS

In addition to the essential functions, the Manager, SCE Basic Skills Programs may participate in the development and administration of supplemental grants related to assigned programs.

WORKING RELATIONSHIPS

The Manager, SCE Basic Skills Programs maintains frequent contact with School of Continuing Education and District administration, faculty and staff.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Possession of a master's degree from a regionally accredited institution and at least one year of formal training, internship or leadership experience reasonably related to the assignment.

Desirable Qualifications

Possession of a master's degree in education or educational administration;
Management experience in postsecondary education;
Experience with educational program development and administration;
Experience in teaching interdisciplinary subjects to a diverse population.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
Knowledge of state education code and requirements including Title 5
Knowledge of research project policies, procedures and practices, including data collection and analysis
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of record keeping procedures
Knowledge of budget preparation and maintenance
Knowledge of appropriate software and databases
Ability to interpret, apply and explain rules, regulations, policies and procedures
Ability to assess, analyze, implement and evaluate research project activities
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to work independently with little direction
Ability to understand and follow oral and written directions
Ability to communicate efficiently both orally and in writing
Ability to supervise, train and provide work direction to others
Ability to establish and maintain effective working relationships with others

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SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long period at a time (up to 2-3 hours); may require off-site duties and activities.
