



EL CAMINO COLLEGE

JOB TITLE: DIRECTOR, NONCREDIT PROGRAMS

Classification: Educational Administrator Retirement Type: STRS*
Salary Range: 11 Board Approved: April 19, 2021

BASIC FUNCTION:

Under the direction of an academic dean, the Director of Noncredit Programs provides leadership in the planning, developing, and implementing of noncredit courses and certificates, including Short-Term Vocational and Workforce Preparation certificates, and other related noncredit programs identified by college faculty and divisions. Liaises with academic divisions, Community Advancement, Career Education, and other strategic partners.

This position is contingent upon grant funding.

REPRESENTATIVE DUTIES:

Plans, directs, and manages the day-to-day activities and operations of noncredit programs, including Short-Term Vocational and Workforce Preparation programs.

Coordinates with Student Services to ensure equitable services are provided to noncredit students.

Ensures operations and activities are in conformance to and in compliance with state and federal guidelines, Chancellor's Office and established Career Education guidelines, and District policies and procedures, including attendance accounting.

Develops and reviews annual program goals, and evaluates noncredit programs and offerings with respect to students' needs/outcomes, as well as local demands for Short-Term Vocational and Workforce Preparation programs.

Oversees and coordinates weekend programs focused on Career Education, including noncredit Short-Term Vocational and Workforce Preparation courses.

Projects staffing needs; provides leadership in the recruitment, selection, and evaluation of instructional personnel, staff, and other subject matter experts; supervises and evaluates the performance of professional and subordinate personnel to ensure that program objectives are being met; assures efficient program operations; assigns and reviews work; and recommends training and other opportunities as needed.

Collaborates with Marketing and Communications to promote noncredit programs to students, the campus community, and community partners; coordinates and develops marketing themes, promotional publications, advertising, and public relations activities for department programs, in consultation with the District's Marketing and Communications department.

Works closely with faculty and staff, Career Education, and Community Advancement to identify appropriate areas for the development of noncredit courses and certificates, with a focus on Short-Term Vocational and Workforce Preparation programs.

Arranges for curriculum review and approval at the local level through the College Curriculum Committee, and follows up with the Chancellor's Office.

Interacts with the broader community, including key stakeholders, educational partners, and community business partners, to identify local needs, emerging labor market demands, and areas for potential growth in noncredit programming, especially in areas of Short-Term Vocational and Workforce Preparation; collaborates with other college administrators and District offices to expand and build noncredit programs.

Develops and implements program policies and procedures to ensure educational and economic effectiveness and operational efficiency of noncredit programs and related services.

Participates in and/or chairs committees, task forces, and special assignments related to noncredit programs; participates in relevant department, division, and college activities; and serves as a resource to others for data, research, and information pertaining to noncredit programs, especially noncredit vocational and workforce programs.

Prepares and presents information and/or reports related to assigned areas; compiles and analyzes data; and stays informed of trends among neighboring noncredit programs and throughout the state, and reports as needed.

Prepares and administers annual operational program budgets; provides budget and expenditure reports as needed.

Collaborates with other administrators to resolve questions and concerns regarding noncredit programs, services, activities, needs, and issues; works with others to align noncredit programs (including Short-Term Vocational and Workforce Preparation programs) and credit programs.

Hires and trains noncredit faculty and other program personnel; provides work direction, counsels individuals, and coordinates faculty evaluations with division deans or directors; and ensures compliance with District policies and procedures, particularly contract provisions within the collective bargaining agreements, when managing different personnel classifications.

Provides a working and learning environment that is free from prohibited discrimination, harassment, and retaliation, and in compliance with applicable laws and College policies.

Completes College mandated trainings and participates in investigations as directed; assists in providing information and resources to individuals who bring forward complaints and reports complaints to the appropriate authority as necessary.

Serves as a Campus Security Authority (CSA) for Clery Act reporting requirements. Maintains up-to-date certification for CSA status.

Performs other related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Master's degree in a related field and three (3) years progressively responsible experience related to Noncredit Education OR Bachelor's degree in a related field and five (5) years progressively responsible experience as described above.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Recent teaching experience in a Career Education discipline at the college level.

Understanding of the needs of adult and disparately-impacted students.

Coursework in noncredit Career Education or a related area.

Currency in the uses of instructional software and other technologies used to enhance learning.

Experienced in budget preparation and monitoring.

Experienced in planning, organizing, developing, and evaluating programs, activities, and curriculum to meet student and community needs.

Abilities/Skills:

Sensitive to and skilled working with diverse academic, socioeconomic, cultural, ethnic backgrounds and persons with disabilities.

Excellent oral and written communication and team building skills.

Skilled in using innovative teaching methods, instructional design, and assessment strategies.

Ability to adapt instructional techniques to accommodate varied learning styles and abilities.

Committed to professional activities, continued education, and improvement of skills.

Ability to train and supervise personnel.

Ability to read, interpret, apply and explain rules, regulations, policies and procedures.

Ability to plan, organize work, and meet deadlines.

Ability to work cooperatively and coordinate projects with other administrators and staff to offer effective services to students.

Ability to evaluate and support faculty and staff recommendations for program improvements and/or new program efforts.

Skilled at using interpersonal tact, patience, and courtesy.

WORKING CONDITIONS:

Must be able to adapt to changing situations.

Work under pressure.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.