

# CITRUS COMMUNITY COLLEGE DISTRICT

## BOARD POLICY

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### DEAN OF EXTENDED DAY

#### Appointment

1. The Dean of Extended Day is recommended by the Superintendent/President and final employment is conferred by the Board of Trustees.
2. The Dean of Extended Day is responsible to the Vice President-Academic Services.

#### Duties

The Dean of Extended Day is responsible for:

1. Implementing the policies of the District in the extended day and summer school programs.
2. Supervising all extended day and summer school programs.
3. Coordinating all phases of the extended day and summer school programs.
4. Coordinating with the Vice President-Student Services the registration and admission procedures for the extended day and summer school programs.
5. Coordinating with the Dean of Student Services evening student activities of a social, athletic, and student government nature.
6. Coordinating with the counseling staff all counseling services for the extended day and summer school programs.
7. Working with the administrative staff and community representatives in determining the educational needs of adults in the community and establishing a program that will best meet these needs.
8. Providing for continuous evaluation of the extended day and summer school programs.
9. Recommending certificated personnel for the evening and summer school programs and assisting the personnel office in securing credentials for extended day and summer school programs.

10. Assisting the personnel office in ascertaining remuneration for extended day and summer school instructors.
11. Supervising the extended day and summer school instructors, assigning rooms, preparing class schedules, and overseeing the publicity and brochures for all extended day and summer school programs.
12. Assisting the Superintendent/President with budget requests for the extended day and summer school.
13. Supervising all reports and records for the extended day and summer school programs as requested by the local administration, the county, and state.
14. Assisting department chairmen in the continuous evaluation of part-time teachers.
15. Assist the Vice President-Academic Services in the evaluative process of department chairmen.

The Dean of Extended Day shall serve in the following capacities:

1. Serve as a member of the Steering Committee.
2. Chair the Extended Day Committee.
3. Member of the Curriculum Committee.
4. Member of the Department Chairmen Committee.

Adopted ..... 3/20/64  
Revised..... 7/1/65  
                  7/1/66  
                  5/9/74  
                  12/14/76  
                  8/18/81