



Position Description

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| Position: Continuing Education Supervisor | Position Number: |
| Department: Continuing Education | FLSA: Exempt |
| Reports to: Dean of Career, Technical, Continuing & Contract Education | Salary Range: 10 |

Summary

Under the general direction of the dean of career, technical, continuing & contract education, the Continuing Education Supervisor is responsible for Noncredit, Community Education (fee-based), Citrus College High School Summer Programs, and Citrus College classroom management.

Essential Duties and Responsibilities

- Monitors and implements Title 5 changes for Continuing Education as needed.
- Supervises and monitors budgets for all Noncredit, Community Education, High School Summer Programs, Contract Education, Special Activities (i.e., Kenshu, Open House, etc.).
- Hires, supervises, and evaluates assigned Continuing Education classified staff, short-term non-academic staff, and student workers.
- Manages and supervises daily operation of Continuing Education office activities and assigned staff.
- Plans, proofs, and approves the Continuing Education printed schedule for Fall and Spring semesters, and Winter and Summer intersessions for Noncredit and Community Education.
- Maintains and updates the Continuing Education information on the Citrus College website, as needed.
- Coordinates and manages the day, evening, and weekend Noncredit and Community Education programs on campus and at approximately 25 off-campus sites.
- Coordinates, in cooperation with the Physical Education Department, the Noncredit Fitness Club (Fitness Center, Weight Room, and Pool).
- Hires, supervises, and evaluates Noncredit instructors, instructional assistants, aides and professional experts (lifeguards, swim leaders, aerobic leaders).
- Works closely with the dean of physical education and athletics, and the Fitness Center coordinator.
- Supervises and coordinates summer school programs for area high schools including recommending instructors and consultants for hiring.
- Coordinates with other departments and faculty to insure new curriculum is developed when needed for Noncredit Education. Completes and submits the appropriate paperwork for the Chancellor's Office. Completes Noncredit annual reports for the Chancellor's Office.
- Supervises and coordinates Fee-Based Registration and Scheduling for the Community Education Program.
- Hires, supervises, and evaluates Community Education hourly instructors and consultants.
- Coordinates and manages the Kids Summer College and Swim Programs.
- Assists the dean of career technical, continuing & contract education to supervise and coordinate the Contract Education (customized training) Program, including the ongoing Japanese Kenshu Program for Performing Arts.



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- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge, Skills, and Abilities

- Knowledge of principles Knowledge of secondary and post-secondary school systems and related governance.
- Requires in-depth knowledge of applicable federal, state, regional, county, and local regulations.
- Knowledge of the California community college system.
- Knowledge of various software programs, and commonly used office equipment (i.e., computer, calculator, fax machine, etc.).
- Management skills in budget formation and administration.
- Perform all of the relevant duties of the position with only general direction.
- Work effectively in a shared governance environment.
- Provide customer support from a management level.
- Provide customer service protocol with a customer-service oriented priority.
- Use effectively a personal computer and a variety of job-related software applications.
- Conduct long-range planning.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate effective communication in a multi-cultural environment with faculty, staff and students.
- Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.
- Coach and manage assigned staff.
- Demonstrate proficiency in the legislative and budgetary process with specialization in education (trend analyses and revenue generation).
- Develop partnerships and stakeholder relationships that effectively transition students through an efficient process and results in master/academic success and promotion.
- Build and maintain intra and interagency relationships which are essential to build the collaboration that serves all learners across institutions.
- Participate in hiring, evaluation, and supervision of others.
- Provide marketing and promotions to increase the awareness of specific college programs.
- Plan, organize, and implement major events relative to specific college programs.
- Accurately maintain statistical information for reporting purposes.
- Interpret District policy and regulations, Education Code, and other appropriate governing laws.

Physical Abilities

- Incumbent must be able to function effectively indoors engaged in work of primarily a sedentary nature.
- Requires the ability to sit for extended periods of time to accomplish data entry and deskwork.
- Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment.
- Requires normal hearing and speaking skills to communicate in one-on-one and small group settings and distinguish sound prompts from equipment.



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- Requires visual acuity to read printed materials and computer screens.

Education and Experience

- Bachelor's degree and three (3) years of related experience. Master's degree is preferred.

Licenses and Certificates

- Requires valid driver's license.

Working Conditions

- Work is performed indoors where minimal safety considerations exist.