

**San Jose/Evergreen Community College District  
Classified Management Job Description**

**Position:** Director, College Extension

**Department:** College Extension

**Location:** Milpitas

**Date:** 08/31/2016

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**POSITION PURPOSE**

Under general direction of a Vice President or assigned administrator, the Director of College Extension provides vision, leadership, and administrative oversight for the Milpitas extension site operation. The Director manages, leads and supervises all aspects of the site in accordance with the San Jose City College's plan and applicable Board policies and procedures. The Director is the College's representative to liaise with the Milpitas Unified School District and the local community in the assigned service area and serves as the campus/community facilitator.

**NATURE AND SCOPE**

The Director of College Extension is a leadership position designed with requirement that the individual be capable of working independently to resolve management, programmatic, fiscal, and administrative matters and to deliver on College initiatives. The position supervises the classified staff in assigned area and meets regularly with the Vice President and other college administrators to support the daily operation of the extension site.

**KEY DUTIES and RESPONSIBILITIES**

1. Identify and develop resources and provide administrative leadership to carry out the day-to-day operations of the College Extension Site.
2. Develop strategies and operational plans to ensure the growth of the site including the implementation of new offerings and services.
3. Work with the college Academic Affairs management team to develop, deploy and schedule instructional programs and classes for the site, inclusive of innovative programs to serve existing and evolving programs.
4. Work with the college Student Affairs management team to maintain appropriate levels of student services programs for the extension site and to develop best practices with seamless wrap around services to deliver the best student experience.
5. Supervise and manage the site facility in collaboration with the Milpitas Unified School District; coordinate with other college programs and the District to maximize the use and efficiency of the buildings.
6. Prepare and administer budgets; prepare justifications and recommendations; supervise expenditures and control budget; and assure maintenance of documentation related to the site.
7. Establish and maintain effective working relationships with the Milpitas Unified School District, local government, civic business/industry and other educational groups in the service area.
8. Initiate and maintain community ties for the college, provide information about college and site programs to the general public and develop local support groups.

9. Supervise and evaluate the performance of assigned personnel; coordinate with other college and District staff to ensure proper staff support for the programs on this site.
10. Provide leadership and training for staff to ensure that staff remain aware of and familiar with the District and college policies and procedures.
11. Participate in local, regional and state activities to promote the College and the Milpitas Extension Site programs.
12. Liaise with the District Police Department and follow the Emergency Plan acting as the Incident Commander for the Milpitas Site Emergency Response Team in coordination with the Milpitas Unified School District emergency response team.
13. Serve as the Title IX Deputy Coordinator for the extension site.
14. Perform other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

1. Higher education and student services for California Community Colleges.
2. District policies, procedure and college programs.
3. District Safety procedures.
4. Title IX regulations.
5. Budget preparation and control.
6. Funding and budget methods and regulations regarding the use of funds.
7. Interpersonal communication skills using tact, patience, and courtesy.
8. Pertinent federal, state and local laws, codes and regulations.
9. Principles of supervision, training and performance evaluation.

### **Skills and Abilities to:**

1. Plan, organize, develop, and evaluate the programs, activities, and services that meet student and community needs.
2. Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members.
3. Work effectively with students, faculty, and staff from multi-cultural backgrounds and promote access, success, and equity.
4. Present a positive image of the College in the community.
5. Recruit, train, supervise, and evaluate personnel.

6. Analyze situations accurately and adopt effective courses of action.
7. Plan and organize work to meet schedules and time lines.
8. Work independently with little direction.

**Education and Experience:**

1. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
2. Bachelor's degree from an accredited institution a minimum; Master's degree preferred.
3. Five years of experience with a comprehensive administrative assignment that includes the management of people, budget, and facilities.

**Working Conditions:**

1. Typical office environment.

Approved: 08/30/2016

Salary Range: M-26

EEO Category: 2B1 Executive/Administrative/Managerial