

San Jose/Evergreen Community College District
Classified Management Job Description

Position: Director, College Extension

Department: Business and Workforce Development

POSITION PURPOSE

Under general direction, the Director, College Extension plans, develops, and implements the Milpitas College Extension site (the Extension) programs and services, including Dual Enrollment, Promise, Middle College, and other academic programs; manages the administrative, strategic and operational functions of the Extension site to ensure alignment with San Jose Community College (SJCC) academic programming, financial, facilities planning and other initiatives; represents the District to the community through the cultivation and maintenance of relationships with key community groups, school districts, and other stakeholders; provides leadership in resource planning and program development, ensuring operational excellence and compliance with institutional and legal guidelines; serves as the Deputy Title IX Coordinator for Milpitas and provides reports for related programs, activities and services; and performs other related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below exemplify the work of the classification and assigned duties may include work which is similar, related or a logical assignment to this class.

1. Plans, directs and integrates the daily operations of the Milpitas College Extension site and oversees the growth of academic programs including the implementation of new offerings and services in accordance with SJCC Education Master Plan; develops and implements strategies and operational plans in support of student success and to meet community educational needs.
2. Provides vision, leadership, and administrative oversight of the Extension programs and services and partnership with Milpitas Unified School District (MUSD); identifies, develops and secures resources and provides direction in resolving management, programmatic, fiscal, and administrative matters; directs and collaborates with college and MUSD management teams to develop, deploy and schedule instructional programs and classes for the site, inclusive of innovative programs to serve existing and future students.
3. Directs and manages the work assignments and performance of assigned staff and student workers; interviews and participates in selecting employees; trains, counsels, and disciplines personnel according to established policies and procedures; evaluates performance and mentors assigned staff.
4. Participates in developing and administering the Extension and related grant budgets; contributes to the development of and monitors performance against the annual budget; forecasts funds needed for the Extension's staffing, equipment, materials and supplies; organizes budget and financial material during the budget process; monitors and approves expenditures and ensures accurate fiscal documentation and records maintenance pertaining to assigned programs and grants.
5. Facilitates communication and decision making with faculty, staff, and administrators; regularly provides information to faculty regarding programs, projects, and related issues to accomplish goals and objectives of the college, MUSD and instructional programs.
6. Provides leadership for program development and class scheduling with instructional departments; submits class requests to Academic Affairs; consults with faculty to plan needs for curriculum additions, modification, and deletions; determines facility usage with other District personnel.

7. Liaises with MUSD, local government, civic business/industry and other educational groups in the service area to strengthen community relations and advance the District's strategic goals; participates in local, regional and state activities to promote the College and Extension programs; initiates and maintains community and business partnerships to identify labor market gaps and training needs, and provides age-appropriate, work-based learning opportunities and resources for student basic needs.
8. Plans, develops and executes outreach events and activities to engage the community, foster inclusivity, and promote SJCC programs and resources; provides information about college and Extension programs to the public; supports marketing and public information functions to promote Extension programs and services.
9. Collaborates with college Student Affairs management team to maintain appropriate levels of student services and support for the Extension site; develops and continuously improves access and service delivery in response to the differing and changing needs of Extension students.
10. In consultation with MUSD and SJCC faculty, staff and administrators, assesses evolving academic and student support needs and recommends wraparound service delivery options; plans, establishes and adjusts short- and long-range plans; fosters educational access and advances student-centered initiatives across the Extension site to support students' academic and personal success.
11. Manages and coordinates site facility maintenance in collaboration with MUSD and college Administrative Services; coordinates with other college programs and the District to maximize the use and efficiency of buildings, which may include evening and weekend activities.
12. Serves as Incident Commander for the Milpitas Site Emergency Response Team; coordinates and manages the Emergency Plan in coordination with the MUSD emergency response team; evaluates threats to campus safety, including self-harm, harm to others, or disruptive incidents; coordinates emergency interventions, including referrals to mental health services or law enforcement to ensure support for students, as well as to maintain a safe and healthy campus environment.
13. Conducts Title IX intake meetings under the guidance of the Title IX Officer and in consultation with the direct supervisor; participates in Title IX investigations and reporting processes and may serve as Deputy Title IX Officer.
14. Ensures due process and accountability in student conduct, academic integrity and Title IX processes; maintains accurate and thorough records of the investigatory process; writes and delivers a timely and comprehensive report following each investigation; communicates with students/faculty/staff throughout the process including documenting and delivering sanctions; may make recommendations on case dispositions/outcomes.
15. Plans, directs, and monitors the delivery of the Rising Scholars program to provide support to justice-impacted students; establishes, implements and maintains the annual and long-term program vision/direction including strategic goals and objectives, performance metrics, and staffing recommendations; oversees the preparation of program reporting including year-end summaries, service area outcomes and the accuracy of data; develops and administers program guidelines, internal program reviews and auditing processes.
16. With members of District management, participates in developing and implementing District and department strategic plans; prepares and ensures compliance with the Chancellor's Office, state-mandated reporting requirements and timelines, including resource utilization reports and service outcomes reports; regularly monitors status and performance metrics for projects/initiatives to ensure results are consistent with budget and expectations.

17. Prepares and delivers presentations to the Board of Trustees and other board-level groups; maintains records concerning operations and programs, prepares required reports, and responds to surveys as needed.
18. Leads and serves on committees and represents the District at local, regional, state and national conferences, meetings, workshops and training seminars; participates in governance committees, processes and initiatives.
19. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices, methods and techniques of program, administrative and organizational analysis, planning and management.
2. Administrative principles and methods including goal setting, long-range planning and program development/implementation.
3. Principles of curriculum development and program evaluation.
4. Enrollment planning and scheduling processes.
5. Student matriculation principles, practices, and methodologies.
6. Methods to successfully support the educational needs of individuals with varying backgrounds, challenges, gender identities, sexual orientations, and backgrounds from historically under-represented communities.
7. Modern office practices and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
8. Federal, state and other applicable laws and regulations and District policies and procedures governing outreach and recruitment including applicable sections of California Education Code, Title 5, Title IX, and Family Educational Rights and Privacy Act (FERPA).
9. Funding and budget methods and regulations regarding the use of funds.
10. Theories and techniques of negotiation, mediation and conflict resolution.
11. Principles and practices of effective management and supervision.
12. Principles and practices of strategic planning.
13. Budget preparation and monitoring policies and procedures.
14. Principles and practices of organizational improvement and culture change.
15. Board Policies, Administrative Regulations, Accrediting Commission for Community & Junior Colleges Standards, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

1. Plan, organize, direct and evaluate the Extension site's academic programs, operations and activities.
2. Recommend and implement goals and objectives of assigned programs in alignment with applicable federal, state and local policies and requirements.
3. Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members.
4. Collaborate with various college departments in instruction, student services and business services.

5. Establish and maintain effective working relationships with organizations, community groups, civic associations and the public.
6. Plan, organize, develop, and evaluate programs and services to meet student and community needs.
7. Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members.
8. Work effectively with students, faculty, and staff from multi-cultural backgrounds and promote access, success, and equity.
9. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
10. Apply an equity-minded approach and ensure all programs' services/processes are designed and delivered to meet the varying needs of all students.
11. Direct, schedule, coordinate and evaluate the work of assigned employees.
12. Build and foster knowledgeable, cohesive and effective work teams.
13. Establish and maintain cooperative and effective working relationships with others.
14. Operate a computer, assigned office equipment and standard business applications.

Education and Experience:

1. Bachelor's degree from an accredited institution in education, business administration, student services or a closely related field.
2. Five years of experience delivering comprehensive administrative service involving people, budget, and facilities, including two at a supervisory or manager level.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, 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.

Required Qualifications:

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program or the ability to travel to other District campuses and locations.

Desirable Qualifications:

1. Experience working in program development, implementation and assessment in higher education.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, subject to frequent interruption and intermittent exposure to individuals acting in a disagreeable fashion. The employee may be required to travel to locations other than the assigned work site, and occasional evenings, holiday and/or weekend work may be required.

Physical Demands:

While performing the duties of this class, the employee is primarily in a stationary position and is required to move about the office to access office machinery, files, etc.; perform constant operation of a computer

and other communication and office equipment; observe details at close range; and move or lift up to 10 pounds.

Mental Demands:

While performing the duties of this class, the employee is regularly required to accurately communicate information and other ideas so that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work independently and under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: 12/9/2025

Salary Range: M-26

EEO Category: 2B1- Executive/Administrative/Managerial