



JOB DESCRIPTION

JOB TITLE: Director of Continuing Education	FLSA: Exempt
Department: Continuing Education	Date: 5/16/2018
Security Sensitive: Yes	Grade C- 52
Reports To: Vice President of Instruction	

Job Summary

Under the direction of the Vice President of Instruction, the Director of Continuing Education is responsible for the development and operation of the college's Continuing Education program. This includes all noncredit courses and programs, community-based education, and customized training for business and industry.

Essential Functions

- Coordinates the planning, development, implementation and support of the college's continuing education division;
- Works with business and industry to access needs and develop customized training;
- Prepares and implements a comprehensive marketing plan for continuing education;
- Oversees curriculum design, development and implementation of noncredit courses and programs;
- Manages planning, scheduling, budgeting and operational efficiency;
- Maintains effective communication with administration, faculty and staff;
- Recruits, supervises and evaluates faculty and personnel in continuing education;
- Supervises and directs required reporting to state and national agencies;
- Ensures compliance with the Texas Higher Education Coordinating Board guidelines, licensure requirements and other state and federal regulations;
- Collaborates with credit faculty to identify new continuing education courses and programs;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

Minimum Education, Skills and Abilities

- Masters degree with three years experience in educational administration and full-time teaching experience in a community college;
- Experience in developing continuing education courses and programs;
- Knowledge and skill in the use of integrated software systems and Microsoft applications;
- Superb oral and written communication skills with and entrepreneurial spirit;
- Subject to a criminal background check prior to employment.

Preferred Education, Skills and Abilities

- Experience in working with the Texas Higher Education Coordination Board and other state and national agencies.
- Experience in working with the Ellucian Colleague System helpful.

Work Environment

- Work primarily, but not exclusively, in a climate controlled environment with minimal safety/health hazard potential or work hazards. The position requires average agility, good vision, and hearing. Ability to lift and carry moderately heavy materials weighing up to approximately 25 to 30 pounds. Work may require sitting, near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied?_____

Signature

Date

