



Position Title: Program Director, Continuing Education and Professional Development
Reports To: School Director
Department: Continuing Education & Professional Dev. **Job Code:** 0123-00E
Prepared By/Date: Geoff Gathercole/11-5-2010 **Job Group:** PEC
Approved By/Date: Geoff Gathercole/01-17-2012 **Salary Grade:** 17
Revised: Donna French/12-05-2012 **FLSA Status:** Exempt

Summary:

The Program Director is a line administrator, under the supervision of the Director of the School of Continuing Education and Professional Development, with responsibility for providing leadership and supervising a wide array of continuing education non-credit programs including business, licensing and certification, adult education and recreational programs.

Essential Duties and Responsibilities:

- Provides leadership and ensures quality for all aspects of the Continuing Education and Professional Development department
- Creates, develops, organizes, schedules and markets a wide array of continuing education courses for the general public
- Ensures the fiscal integrity of the department by operating all programs in a balance between revenues and expenditures
- Hires, supervises, and provides direction to program coordinators and other support staff
- Secures and maintains contact with local business and government leaders as a means to gain valuable information regarding the needs of the community
- Hires and supervises adjunct instructors for each course that is offered
- Participates in department, campus, college and community meetings to share and exchange ideas with colleagues
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Working knowledge of Microsoft Office and database computer applications
- Possess excellent organizational, supervisory, decision-making, delegation and budgetary skills to effectively accomplish the purpose, goals, and objectives of the program
- Possess good communication and writing skills
- Ability to work effectively, courteously, and agreeably with other managers and colleagues
- Ability to work effectively with people in a multi-cultural, multi-ethnic environment

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands

and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master’s degree in an appropriate field and four (4) years of experience in responsible experience developing, scheduling and implementing non-credit courses

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name