

DESERT COMMUNITY COLLEGE DISTRICT

DIRECTOR, EDUCATION CENTERS

THE POSITION

The Director, Education Centers is an educational administrator position as designated by the Board of Trustees of the Desert Community College District. The Director is charged by the Board of Trustees with the satisfactory implementation of Board policy and district or college procedures as applicable to the position. In addition, the Director is expected to make appropriate recommendations for modifications, additions, or deletions in policy and/or through the appropriate reporting authority.

Under the direction of the Executive Vice President, Student Success and Student Learning is responsible for the operation of the Eastern Valley Centers (EVC) Indio and Mecca/Thermal, Western Valley Center (WVC) and other education centers, including registration, student information, liaison to Palm Desert Campus Student Affairs, directing marketing and publicity strategies, providing management information, security and safety, budget management and site supervision, and other related duties and responsibilities assigned. The Director works in close cooperation with the administrators in the college curriculum offered at the education centers.

REPRESENTATIVE DUTIES

The duties listed below are representative of the essential functions of the job.

1. Develop annual goals and objectives for the education centers and participate in college planning and prioritization; participate with the administrative team to set goals and priorities.
2. Coordinate, support, and articulate curricular and program needs for EVC and WVC identified by faculty, students, and the community with the Executive Vice President. Provide leadership for program development and articulation with feeder schools and transfer institutions.
3. Work effectively and collaboratively with the administrators to develop and respond to student needs, produce high quality comprehensive educational programs at the education centers, and meet FTES targets; use facilities effectively.
4. Work with the Director, Center for Training & Development to identify fee-based offerings.
5. Assist the administrators in the selection and evaluation of faculty assigned to the Eastern and Western Valley Centers.
6. Provide leadership in the recruitment and hiring of support staff assigned to the Eastern and Western Valley Centers.
7. Supervise all education center support staff; supervise workload; provide in-service training; resolve conflicts; facilitate consensus decision-making.
8. Evaluate all support staff assigned to the Eastern and Western Valley Centers in accordance with the contracts between the district and employee groups.
9. Regularly schedule and chair staff meetings and special meetings as needed; serve on regular and special committees as assigned by the Executive Vice President; represent the concerns and needs to the Executive Vice President; and work effectively and collaboratively with Student Affairs.
10. In liaison with administrators at Palm Desert Campus, coordinate opportunities for professional and personal growth for faculty and staff and establish standards to maintain program quality.
11. Manage inventory of equipment, facilities and supplies assigned to the Eastern and Western Valley Centers and other education centers.
12. Arrange and secure classroom facilities for all college education center facilities.
13. Prepare budget estimates; monitor approved budgets; prepare and manage contracts for services and equipment, including donations and grants within the area.
14. Assist in student recruitment, advising, placement, registration, and retention.
15. Understand information technology and support fundamental changes that are emerging with expanded use of technologies in the educational environment.

16. Meet schedules and timelines, organize multiple projects efficiently and effectively, and carry out required project details throughout the year.
17. Interpret county, state and federal policy and legislation governing the administration, regulations and perform other related duties.
18. Develop and manage grants and special projects.
19. Represent the education centers and the college in community related activities.
20. Support innovative teaching ideas and practices to enhance student learning; support learning-centered instructional methodology.
21. Seek and participate in professional development activities.
22. Other duties and responsibilities as assigned.

REQUIRED PROFICIENCIES

Knowledge, experience and abilities to perform the above listed responsibilities and functions in an efficient, effective, harmonious manner.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and practices of general management and supervision; laws and regulations governing California Community Colleges; district policies and procedures; budgeting; procedures for accreditation; curriculum development; teaching methods and techniques; intent and application of student learning outcomes; requirements for prerequisites and course equivalencies; new educational technologies; the mission and student population of California Community Colleges and the Coachella Valley.

Ability to: Plan, organize, direct, administer, review, and evaluate programs and services; exercise honesty, consistency, and sound judgment in the performance of duties; work in the interests of the college as a whole; work productively in a shared governance setting; possess strong interpersonal skills; ability to establish and maintain effective, harmonious, and collaborative relationships with a diverse population of students, staff and community; lead, train, supervise, and evaluate assigned faculty and staff; serve as an effective leadership team member.

MINIMUM QUALIFICATIONS:

The Desert Community College District has established the following hiring criteria for all educational administrative positions:

Minimum qualifications for service as an Educational Administrator shall be both of the following in accordance with Title 5 section 53420:

- Possession of a master’s degree; and
- One year of formal training, internship, or leadership experience reasonably related to the administrator’s administrative assignment.

LICENSES AND OTHER REQUIREMENTS

Valid California driver’s license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

WORKING CONDITIONS

Environment: Office environment. Constant interruptions. Driving a vehicle to conduct work as necessary. Requires evening and weekend responsibility and travel to off-campus education centers located throughout the Coachella Valley.

EMPLOYMENT STATUS

Educational Administrator