

February 2014

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: EDUCATIONAL PROGRAMS NONCREDIT PROGRAM
COORDINATOR**

BASIC FUNCTION:

Under the direction of a Dean - Educational Programs, plan, organize, and implement the operations and activities of assigned noncredit programs and courses; coordinate communications, personnel, curriculum and information to meet community needs and assure smooth and efficient program activities; supervise and evaluate the performance of assigned personnel. Implement programs and activities that support the educational needs of students.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Under the direction of assigned Dean - Educational Programs and in consultation with appropriate Educational Programs departments, plan, organize, control and implement the operations and activities of assigned noncredit programs and courses.

Coordinate communications, personnel, curriculum and information to meet community needs and assure smooth and efficient program activities; implement assigned programs, courses and related instructional activities to achieve defined objectives; develop, coordinate, and maintain class schedules for assigned courses.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures.

Assist area Deans and Department Chairs with monitoring, assessing and adjusting course offerings in response to student and community needs; coordinate activities to enhance staff understanding of educational practices, curriculum standards and instructional strategies related to assigned programs and courses.

Under the direction of the assigned Dean, coordinate programs, courses, communications, activities and information between staff, faculty, administrators, academic departments, outside organizations, businesses, the public and various local, State and federal agencies; assure proper and timely resolution of student, staff and administrative issues and conflicts related to assigned programs and courses.

In consultation with assigned Dean and instructional departments, implement programs and activities that support the needs of noncredit students. Coordinate activities between multiple service areas; integrate and coordinate service areas.

In consultation with the assigned Dean and instructional departments, monitor and evaluate assigned noncredit programs and courses for educational effectiveness and operational efficiency; maintain awareness of general trends and issues in education and the community; receive and respond to student, staff and public input concerning program and course needs and community interests; implement standards, programs, policies and procedures to enhance educational effectiveness and operational efficiency of assigned programs and courses.

Arrange and coordinate calendars, facilities and support services for the instructional activities of assigned programs and courses as directed; conduct needs assessments; assist instructional departments in design, development and evaluation of new noncredit programs and courses.

Coordinate and participate in training and staff development activities as required; prepare and deliver oral presentations; explain principles, standards, guidelines, practices, procedures and techniques related to assigned programs and courses; prepare and distribute related training materials.

Direct and/or assist the assigned Dean with the preparation and maintenance of various records, reports and files related to programs, courses, services, curriculum, students, enrollment, projects, grants, financial activity, budgets, personnel and assigned duties.

Direct and participate in the preparation and distribution of a variety of correspondence and informational materials related to assigned programs and services; process and evaluate various applications, course proposals and other documents as required.

Provide technical information and assistance to the assigned Dean regarding services, activities, needs and issues related to assigned programs and courses; assist in the formulation and development of procedures.

Advise the assigned Dean on such matters as assuring adequate resources and personnel to meet the needs of assigned programs; initiate recruitment activities as appropriate; coordinate the purchase of materials and equipment as needed.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns; establish and maintain contacts and partnerships with local, regional and national organizations.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Attend, conduct and participate in a variety of meetings, workshops, conferences, boards, committees and task forces as required.

Participate in a variety of other assigned activities such as coordinating registration activities, directing testing functions, conducting program surveys and participating in special projects.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The direction of the operations and activities of assigned noncredit programs and courses.

Knowledge of state and federal reporting requirements that pertain to noncredit courses and programs.

Delivery of noncredit programs and courses.

Instructional techniques and strategies related to assigned programs and courses.

Principles, practices, procedures and techniques involved in the development and implementation of assigned programs, courses and related instructional activities, plans, strategies, processes, projects, goals, events and objectives.

Principles and practices of administration, supervision and training.

Policies and objectives of assigned programs and activities.

Budget preparation and control.

Oral and written communication skills.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Student outreach, recruitment and marketing strategies

ABILITY TO:

Implement the operations and activities of assigned noncredit programs and courses.

Coordinate and collaborate with appropriate personnel in instructional departments to meet community needs and assure smooth and efficient program activities.

Supervise and evaluate the performance of assigned personnel.

Implement assigned programs, courses and related instructional activities, specifications, plans, strategies, processes, projects, goals, events and objectives.

Collaborate with others in the development and implementation of curriculum standards, and development of course offerings.

Coordinate and conduct training and staff development activities as required.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree and three years increasingly responsible educational experience working with continuing education or related programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office environment.

Driving a vehicle to conduct work.

Frequent interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Communicating and expressing oneself clearly on a variety of topics in conversations with, and presentations to, staff, students, and members of the community.

Ability to remain in a stationary position (sitting or standing) for an extended period of time.

Ability to reach above shoulder height to retrieve or file materials.

Reaching, bending and stooping to retrieve materials.

Mobility to travel between campus locations.

Lifting, carrying materials to and from different locations.

Pushing, pulling assistive tools for transporting materials.

Regular operation of a computer keyboard, calculator, and other normal office equipment.

Reading a variety of complex materials.

Sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of Community College students.