IMPERIAL COMMUNITY COLLEGE DISTRICT

TITLE: DIRECTOR OF EVENING COLLEGE

DEFINITION: Under direction of the Vice President for Academic Services plan, organize, coordinate and implement activities and procedures for the evening administration of the College; ensure that evening students, faculty, staff and public are provided with essential services; oversee the planning, coordination, implementation, and evaluation of facilities, safety, and the College emergency preparedness plans relative to evening administration of the College; train, supervise, and evaluate the performance of the assigned personnel.

DISTINGUISHING CHARACTERISTICS: This is an academic management classification that requires demonstrated experience in educational leadership and supervisory skills. The incumbent must work closely with other employees in an environment of shared governance to provide optimum quality services to students, faculty and staff at a community college. The incumbent is responsible for management of the College during evening hours, ensuring that evening students, faculty, staff and the public have necessary and appropriate services. This assignment will require the incumbent be available to work evenings. This assignment includes oversight of facilities safety and emergency preparedness, including the implementation and evaluation of College emergency preparedness plans and related activities, relative to the evening administration of the College.

EXAMPLES OF ESSENTIAL DUTIES: (Listed examples may not include all tasks, which may be found in the position assigned to this class.) To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily.

• Organize, coordinate and implement activities and procedures for the evening administration of the College;

• Assist students and general public with locating classrooms and instructors, accessing student services and programs;

• Assist in the provision of information services for evening students, faculty, staff, and the public;

• Assist in the assessment of the needs of evening students; plan, implement and evaluate instructional and support services for evening and off-site students;

• Develop and maintain a manual of policies and procedures relative to evening supervision; ensure that evening staff receive training;

• Assure appropriate and timely communication and documentation of events and occurrences; inform the appropriate administrator(s) of issues/events according to established district/college policies and procedures;

• Respond to instructor and student complaints and problems; determine and make appropriate and timely referrals to administrative, instructional, student services, health and safety departments, maintenance and/or other agencies;

• Monitor instructor and staff absences; post changes to rooms or schedules;

• Coordinate the development, implementation and evaluation of all aspects of the evening college with College and District policies, procedures, and processes;

• Recommend processes and procedures to improve evening services;

• Recommend and implement techniques to improve department policies and practices, increase efficiency, take advantage of opportunities and maintain state-of-the-art practices, keeping abreast of current trends and practices in the field;

• Seek resources as necessary and oversee their allocation; monitor assigned budgets;

• Ensure that all evening staff receives training, including regular practice drills;

• Ensure that required activities are implemented according to established policies and procedures, including training of evening managers, supervisors and staff;

• Maintain currency in the field of emergency preparedness, including attendance at relevant conferences, workshops, and training sessions;

• Maintain awareness of all College and District policies, procedures and processes; with attention to those relating to health, safety, and emergencies;

• In the event of a disaster or other serious health and safety circumstances, determine whether to continue or close the College for the evening and notify appropriate personnel;

• Interface with other agencies and emergency response organizations as necessary and appropriate;

• Ensure that the College meets all local, state and federal reporting requirements;

• Maintain College records as required and ensure that all reporting requirements are met;

• Assist in the compilation of required college/district reports, such as emergency plans, physical plant guides, facilities use, accreditation, program review, as well as state and federal reports;

• Assist in the planning, allocation and management of facilities and grounds; coordinate as necessary with other College and District offices and staff to ensure an efficient use of facilities;

• Select, assign, orient, supervise, discipline and annually evaluate the performance of direct subordinates;

• Prepare, implement, administer, and monitor budgets in areas of assigned responsibility; assure maintenance of documentation according to established policies and procedures;

• Work cooperatively as a member of the management staff of the College and District toward the achievement of its goals and objectives;

• Provide leadership consistent with the mission and function of the College and District;

• Maintain effective public relations with the larger community and ensure smooth operations within the areas of responsibility;

• React to change productively and handle other essential tasks as assigned;

• Immediately report known or likely fraud, illegal acts, violation of provisions of contracts or grant agreements to the appropriate parties;

Knowledge of:

• Principles and practices of leadership, management, and supervision.

• Purpose, mission and goals of a community college district.

• Local, State, and federal laws, regulations, restrictions and requirements related to area of assignment.

• Local, state and federal laws related to services provided to students at a community college including Title V regulations.

• Budget preparation, implementation, and administration.

• Needs, interests and concerns of diverse groups of community college students.

• Microcomputer hardware and software.
• District and college organization, operations and objectives
• Principles of training, supervision and administration
• Oral and written communication skills
• Interpersonal skills, including tact, patience, and diplomacy.

Ability to:
• Provide leadership, direction, and support to academic and classified staff involved in assigned programs and services.
• Obtain training/certificate to perform CPR and basic first aid.
• Coordinate and supervise a variety of instructional and college services during the evenings.
• Assist in the planning, organizing, directing, reviewing and evaluating of the college administrative services, including facilities safety and emergency preparedness and injury and illness prevention.
• Optimize the delivery and accessibility of evening college services.
• Analyze complex financial, statistical and narrative data, reports and recommendations regarding the college administrative services.
• Assure timely and accurate preparation and submittal of reports as required.
• Prepare and administer budgets.
• Maintain current knowledge of trends and technological and other advancements in assisted areas of responsibility.
• Work cooperatively in an environment of shared governance.
• Assure compliance with detailed regulations and requirements related to area of assignment.
• Interpret, apply and explain district, local, state, and federal policies and legal regulations and requirements.
• Communicate effectively both orally and in writing.
• Establish and maintain effective and cooperative working relationships with others.
• Relate effectively to people of varied academic, cultural and socioeconomic background using tact, diplomacy and courtesy.

QUALIFICATIONS:

Education and Experience: Possession of a related Master's degree OR the equivalent AND one year of formal training, internship, or leadership experience reasonably related to the assignment. Candidates who claim the equivalent qualifications must provide conclusive evidence of their qualifications.

OTHER REQUIREMENTS: Possession (or qualifications for) any required California Community college credential; a valid driver's license.

WORKING CONDITIONS: Duties are primarily performed in an office environment at a desk or computer terminal or attending meetings. Incumbents are subject to frequent contact in person and on the telephone with management, supervisory, academic, and classified staff, and representatives of external funding agencies and organizations. Frequently must move around campus and travel to other offices or locations to attend meetings or conduct work. Will be required to work evenings.

PHYSICAL DEMANDS: Typically must sit for long periods, use hands and fingers to operate a computer keyboard, see clearly to read normal and fine print, speak clearly and distinctly to provide information in person or on the telephone, hear and understand voices over telephone and in person, reach with hands and arms, and regularly lift, carry and/or move objects weighing up to 10 pounds. Must be able to remember key information and concentrate for long periods of time. Must be able to move around college and off-site buildings and grounds and maintain a visible presence.