

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Manager, SCE Lifeskills Education Advancement Program	Range: 24 (AC)	Management Schedule
Date Revised:	April 10, 2007; February 22, 2011	Date Approved:	September 1986

**PRIMARY PURPOSE**

Under the direction of the Provost, School of Continuing Education, this position is responsible for performing a variety of administrative and supervisory duties related to the functions and activities of the School of Continuing Education programs for Older Adults, Kids' College, and Community Education.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Provides leadership in the administration of the School of Continuing Education Older Adults, Kids' College, and Community Education programs, including resource development and personnel management, in accordance with laws, regulations, District policy and collective bargaining agreements.
2.	Formulates and develops program plans, goals and objectives, including staffing, facilities, curriculum and educational philosophy; assures consistency of plans with other School of Continuing Education and District plans.
3.	Plans and coordinates course offerings; develops and prepares instructor schedules and room assignments; visits program sites and classrooms to monitor and evaluate program effectiveness; assists in the preparation of the catalogue, class schedules, and other public information materials for assigned programs.
4.	Supervises the planning, development and recommendation of new courses; reviews standing courses and recommends deletion of courses no longer appropriate to the curriculum; maintains current course outlines to accurately reflect the instruction program.
5.	Develops and prepares the annual preliminary budgets for assigned programs; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.
6.	Determines appropriate equipment and supplies for the instructional area in accordance with established policies; submits textbook lists and requests for supplementary materials, audio-visual and other instructional resources.
7.	Directs the preparation and maintenance of detailed and comprehensive records, reports and files related to program personnel, facilities and activities; ensures the collection, recording and reporting of required student enrollment data.
8.	Conducts outreach activities and serves as a liaison with community agencies to promote program enrollment and effectiveness.
9.	Maintains communication with District and School of Continuing Education administrators, faculty members and classified staff to resolve conflicts and issues, exchange information and coordinate program activities.
10.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.

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11.	Plans, organizes and arranges appropriate staff development programs and activities for faculty and staff; provides orientation for new employees.
12.	Organizes, attends, or chairs a variety of administrative and staff meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
13	Maintains current knowledge of instructional methods and new technologies pertinent to assigned programs; learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
14.	Sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
15.	Performs related duties as assigned.

**OTHER FUNCTIONS**

In addition to the essential functions, the Manager, SCE Lifeskills Education Advancement Program may participate in the development and administration of supplemental grants related to assigned programs.

**WORKING RELATIONSHIPS**

The Manager, SCE Lifeskills Education Advancement Program maintains frequent contact with School of Continuing Education and District administration, faculty and staff.

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications**

Possession of a master's degree from a regionally accredited institution and at least one year of formal training, internship or leadership experience reasonably related to the assignment.

**Desirable Qualifications**

Possession of a master's degree in education, sociology or psychology;  
 Coursework in understanding the needs and learning styles of older adults and/or children;  
 Management experience in postsecondary education;  
 Experience with educational program development and administration;  
 Experience with community agencies, businesses and facilities that serve the adult and youth populations.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives  
 Knowledge of state education code and requirements, including Title 5  
 Knowledge of research project policies, procedures and practices, including data collection and analysis  
 Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary  
 Knowledge of record keeping procedures  
 Knowledge of budget preparation and maintenance  
 Knowledge of appropriate software and databases  
 Ability to interpret, apply and explain rules, regulations, policies and procedures  
 Ability to assess, analyze, implement and evaluate research project activities  
 Ability to analyze situations accurately and adopt an effective course of action  
 Ability to plan, organize and prioritize work  
 Ability to meet schedules and time lines  
 Ability to work independently with little direction  
 Ability to understand and follow oral and written directions  
 Ability to communicate efficiently both orally and in writing

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Ability to supervise, train and provide work direction to others  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

None

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**WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long period at a time (up to 2-3 hours); may require off-site duties and activities.

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