

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION  
VICE PRESIDENT/CONTINUING EDUCATION**

**GENERAL RESPONSIBILITIES**

Responsible to the President for all aspects of instructional programs and instructional support services in the Continuing Education Division, including counseling, guidance and related programs, activities and services in the division service area; performs other duties and special projects as assigned.

**SPECIFIC RESPONSIBILITIES**

**DEVELOPMENT AND DELIVERY OF INSTRUCTIONAL PROGRAMS**

Overall responsibility for all aspects of adult continuing education, such as ESL, Amnesty, High School Subjects, Adult Basic Education, vocational course, and FTES production; also responsible for the procurement and monitoring of facility sites; develops, schedules, offers, evaluates, staffs, cancels and changes offerings to assure cost-effectiveness and responsiveness to community needs and demands; reviews and approves curriculum development proposals, course outlines and instructional materials; acquires, maintains and monitors instructional resources; supervises effectiveness of all programs, activities and services, including counseling and guidance, to serve the needs of a culturally diverse community. Recommends and implements District policy and regulations, supervises program and personnel compliance with applicable laws and regulations, maintains related records and submits related reports.

**PERSONNEL**

Responsible for or effectively recommends the hire, transfer, suspension, lay-off, recall, promotion, assignment, discipline and evaluation of work, and adjustment of grievances of all assigned faculty and staff; responsible for administering collective bargaining agreements, employment and promotion selection procedures, compliance with District policies, rules and regulations regarding personnel, and evaluation of the performance of academic and classified staff assigned, providing direction and assistance wherever a need for improvement is identified. Directly supervises support staff and administrative staff.

**STUDENTS**

Responsible for the discipline of students, adjustment of grievances and complaints, scheduling, evaluation and reporting of performance, the resolution of student problems and complaints, and the maintenance of student records. Identifies community needs for courses, and assists transition into college and vocational programs.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION  
VICE PRESIDENT/CONTINUING EDUCATION BUDGET/FUNDING  
(continued)**

**BUDGET/FUNDING**

Substantial responsibilities for the timely and accurate preparation, submission and administration of the budget for designated programs; substantial responsibility for generation, management and accounting for FTES production; substantial responsibility for developing additional resources.

**PLANNING**

Responsible for the planning, delivery, funding, and evaluation of all functions, programs, activities and services.

**COMMUNITY CONTACT/REPRESENTATION**

Must be a highly visible educational leader seeking positions of significant leadership in community institutions and support organizations and on state boards and committees to articulate, enhance and improve District programs and services and reputation on the state and national levels.

**OTHER PROFESSIONAL RESPONSIBILITIES**

Significant responsibility for chairing and supervision of District committees and task forces.

**ESSENTIAL FUNCTIONS**

- A. Supervises all aspects of the planning, staffing, scheduling, catalogue descriptions, delivery and evaluation of all adult education programs and services in the Continuing Education Division, including all personnel functions of assigned staff.
- B. Submits and manages the budget for designated programs; substantial responsibility for developing resources for funding.

**REQUIRED SKILLS AND QUALIFICATIONS**

**Minimum Qualifications:** Must possess a California Administrative or Supervisory Credential authorizing service at the community college level or a Master's degree and at least one year of formal training, internship, or leadership experience reasonably related

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**REQUIRED SKILLS AND QUALIFICATIONS (continued)**

to this administrative assignment, preferably non-credit program experience, and possess the minimum qualifications to serve as a faculty member in the California Community Colleges.

**Required Skills:** Ability to supervise staff, resolve conflicts and solve problems, identify opportunities for and generate FTES, evaluate programs and strategies, analyze and apply laws, rules and regulations involving programs, staff and students, and represent the District at the community, state and national levels.

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Approved by the Board: 2/10/98  
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