

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR, SPECIAL PROGRAMS

M225.100

BASIC FUNCTION: Under the administrative direction of the Dean of Instruction, ensures compliance with federal and state requirements, regulations, policies, and procedures related to students in programs for adult education, First Year Experience (FYE), English as Second Language (ESL) and, non-credit, students with disabilities, seniors, incarcerated and formerly incarcerated, and the implementation of Instructional Service Agreements. Responsibilities include planning, directing, coordinating, developing, implementing, and evaluating all aspects of new and ongoing programs within assigned functional area.

REPRESENTATIVE DUTIES: *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *)*

1. Provides direction for departmental day-to-day operations and develops goals, objectives, policies, and procedures while focusing on the quality of materials and instruction. *
2. Serves as a point of contact, a resource and consultant on subject matter within assigned functional area to parents, students, guardians, program staff, agency administrators, law enforcement agencies, instructors, high school administrators, and faculty coordinators/chairs. *
3. Supervises, evaluates, and provides oversight for full-time faculty, associate faculty, instructional Service Agreement Instructors, coordinators/chairs, and departmental staff. *
4. Manages, ensures compliance, and conducts oversight visits for Special Programs and Instructional Service Agreements. *
5. Seeks out, identifies, and initiates contact with perspective organizations to provide vocational training, maintenance of skills, life skills training, and promote self-reliance for participants in Special Programs. *
6. Conducts research and compiles statistics to support and enhance curriculum development and program review. *
7. Organizes and maintains detailed databases for verification and accuracy or rosters, billing, Student Learning Outcomes, and budget development. *
8. Collaborates with associate faculty, and Instructional Service Agreement faculty regarding all aspects of instruction and student learning. *
9. In collaboration with the Dean of Instruction and Manager Business Contracts/Risk Management, compiles Instructional Service Agreements. *
10. Collects required paperwork from agencies and perspective Instructional Service Agreement Instructors for the implementation of the Agreements. *
11. Participates in the selection, management, and evaluation of academic, management and classified staff within assigned departments. Supervisory duties include planning and assigning work, maintaining standards, coordinating activities, acting on employee problems, assisting with new employee selection, recommending employee discipline, transfers, promotions, and discharge as appropriate. Reviews and evaluates the work of subordinates for effectiveness, accuracy, and adherence to District policies; offers advice and assistance as needed. *
12. Assists in the development of unit plans, student learning outcomes, program reviews and year-end reports for assigned departments and programs. *
13. Is the instructor of record for Community Partners in Education (CPE) and Healthy, Aging and Living (HAL) classes. *
14. Creates and modifies class schedules based on the needs of students and agency partners. *

15. Prepares and administers the annual budget for assigned department and program. Recommends and monitors all expenditures for assigned department and program. *
16. Assists in identifying non-compliance issues concerning all Special Programs class locations. *
17. Defined as Educational Administrator in Agency Instructional Service Agreements. *
18. Orders supplies and instructional materials as needed.
19. Collaborates with Admissions and Records for registration, recording, reporting and filing of information pertaining to enrollment attendance and grades. Assists faculty with recording and reporting grades and attendance.
20. Performs related duties as assigned.

MINIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE:**

- Master's Degree; **AND**
- One (1) year formal training, internship or leadership experience reasonably related to the administrator's administrative assignment.

CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:

- Hold and maintain a valid driver's license throughout duration of employment with the District.

DESIRED QUALIFICATIONS:

- Master's degree in Education, Special Education, Vocational Rehabilitation and one year experience working with individuals with disabilities, adult education program, ESL, incarcerated programs, in a post-secondary setting.
- Previous experience with state regulations and policies to provide educational support to students with learning disabilities.
- Possession of California State Credential in Education, Special Education, or Designated Subjects. Five years teaching or administration in secondary education, work predominantly or exclusively in programs for students with disabilities.
- Budgeting, student enrollment management, program coordination, and curriculum development.

KNOWLEDGE, SKILLS AND ABILITIES (*may be acquired through education, training and/or experience*):

Knowledge of: District policies, rules, and procedures; laws and ordinances pertaining to the specific responsibilities of the position; California community colleges, laws and regulations pertaining to college disability services, the Americans with Disabilities Act (ADA), particularly Title II and Section 504 of the 1973 Rehabilitation Act; supervisory and managerial concepts and principles; modern office management methods and technology; administrative support for the delivery of higher education; analysis and evaluation of programs, curriculum, projects and day-to-day operational needs; and budget preparation and roster maintenance

Ability to: Apply District policies, rules, regulations and procedures; ensure compliance of all laws, regulations and policies through effective program supervision; motivate and provide supervision and leadership to a diverse group of professionals and support staff; plan and coordinate the effective use of faculty, staff, facilities, and resources to achieve program goals; comprehend and stay current with disability guidelines, instructional service agreements, curriculum development regulations; communicate professionally with community partners and agency personnel; compose complex reports and correspondence; make sound, education decisions; work independently; establish and maintain cooperative working relations with those contact in the course of work; work with diverse population; make public presentations; maintain records accurately and with confidentiality as required; compile and use various financial information necessary in the preparation of budgets; effectively work under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities; respond to emergency situations, safely operate a motor vehicle.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides direct supervision of classified, faculty, District non-paid employees, temporary and student employees..

PHYSICAL EFFORT:

Normal office environment. Frequent standing, walking, bending and stooping; occasional lifting of objects weighing 20 pounds or less.

CONTACTS:

Faculty, staff, administrators, students, and the general public.

WORKING CONDITIONS:

Busy office environment; subject to frequent interruptions.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.