



Trinity Valley Community College
Job Description
Director of Adult and Continuing Education

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Responsible for the overall leadership of the Adult & Continuing Education departments within Workforce Education, including planning, organization, and implementation of the educational programs and grants; and provides supervision to the staff within the division. Serves as the central point of contact for Adult & Continuing Education for the district and assists with Workforce Education services as assigned by the Associate Vice President.

REPORTS TO:

Associate Vice President of Workforce Education

SUPERVISES:

Adult and Continuing Education department

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Master's degree with a major field in education

PREFERRED:

EXPERIENCE REQUIRED:

At least five (5) years of experience

PREFERRED:

Knowledge of community college philosophy; local businesses and community events/organizations

OTHER LICENSES OR CERTIFICATIONS:

KNOWLEDGE AND SKILLS REQUIRED:

- | | |
|--|--------------------------------------|
| • Typing/Data Entry | • Attention to detail |
| • Computer software proficiency – Microsoft Office | • Time management |
| • Operating equipment – office or otherwise | • Organization |
| • Written and oral communication | • Federal Regulations and Directives |
| • Interpersonal and/or customer service skills | • Operational Systems and procedures |
| • Public Speaking/Presenting | • Budget and accounting principles |
| • Basic Math | • Compliance Law |
| • Leadership/ Management | • Administrative practices |
| | • Advertising/Marketing practices |

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an



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exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Provide leadership for planning, implementing, evaluating, coordinating, and marketing the educational programs of Adult and Continuing Education.
- Assure that rules and requirements of all associated regulatory agencies and groups are met in process and product in a timely manner as required.
- Direct and supervise the grant for adult education – ESL and GED programs as a direct applicant for grant funds or a sub-recipient of grant funds.
- Exercise leadership in long-term planning of educational programs, in assuring quality and the development of instructors and staff, and in furthering the mission of the College.
- Assist in the timely preparation of the instructional schedule and the Continuing Education tuition schedule.
- Develop, maintain, and provide various enrollment reports; analyze data and summarize results to present to the Associate Vice President of Workforce Education/Vice President for Instruction/Executive Cabinet each semester for Adult & Continuing Education programs.
- Assist in the development of manuals, guides and other material necessary for the efficient and effective administration of Adult & Continuing Education programs.
- Serve as the Adult & Continuing Education liaison between all campuses.
- Participate in the planning of new facilities and their adaptation to the purposes of instruction.
- Develop grants and proposals utilizing local, state and federal funds to expand the mission of the College.
- Develop and maintains relationships with local and state agencies as assigned.
- Represent the College throughout the service area and within state related organizations.
- Coordinate activities, programs, and functions with other TVCC staff and administrators.
- Direct the sub-contracting of training, activities, and program components of the division under the direction of TVCC administration.
- Encourage and adhere to college rules and regulations in all areas according to the policies and procedures set out by the Board of Trustees and outline in the Employee Handbook.
- Maintain confidentiality of information.
- Work assigned schedule and comply with timekeeping policy.
- Other duties as assigned by appropriate supervisory staff.

SUPERVISOR RESPONSIBILITIES:

- Accomplishes department objectives by supervising staff and organizing and monitoring work processes.
- Maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities.
- Accomplishes staff job results by coaching, counseling, and disciplining employees.
- Plans, monitors, and appraises job performance annually, and provides constructive feedback and coaching.
- Implements and enforces systems, policies, and procedures.
- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.
- Completes operations by developing schedules, assigning and monitoring work, and gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals, and implementing new procedures.
- Controls expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.

All TVCC positions are security sensitive and require a criminal background check.



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- Ensure quality and customer service standards are adhered to as a department.
- Contributes to team effort by accomplishing related results as needed.
- Setting goals for performance and deadlines in ways that comply with the college's plans and vision
- Organizing workflow and ensuring that employees understand their duties or delegated tasks

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Light Van
- Seat Belts
- Shoulder Harnesses
- Safety Equipment
- Fire Extinguisher
- Video Monitoring Equipment
- Instructional Equipment
- Cellular Phone
- Fax machine

PHYSICAL DEMANDS:

- Requires: Climbing, Balancing, Standing, Walking, Pushing, Lifting, Fingering, Gasping, Feeling, Talking, Hearing, Seeing , Repetitive Motions, Sedentary Work to Medium Work, Computer Work
- Subject to: Stooping, Reaching, Pulling
- May need: Kneeling, Crouching

MENTAL DEMANDS:

OTHER DEMANDS:

None

The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 7/18/01

Revised:

Classification:	Administration	Coordinating/Non-Coordinating:	C
FLSA Status:	Exempt	TVCC Job Code:	1663
DBM:	D	Travel Required:	25-50% of the time
IPDEDS CODE:	13-2011	Employment Status:	Full-Time
BLS SOC #:	250	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

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