NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Director of Continuing Education

Department: Instruction
FLSA Status: Exempt
Grade/Level: Admin/Prof II
Work Schedule:
Monday - Thursday 8AM - 6PM
     Friday 8AM - 12PM
     Or as assigned by the supervisor

Job Status: Full Time
Reports To: Vice President for Instruction
Amount of Travel Required: As needed
Positions Supervised: Secretary
Contract Length: 12 months

PURPOSE: The Director of Continuing Education is responsible for the development, coordination, and management of a variety of non-credit programs and courses of a comprehensive educational program that includes entry-level skills training, continuing professional education, customized training for business and industry, and leisure learning activities.

MAJOR RESPONSIBILITIES:

• Plan, develop, and administer continuing education programs throughout the college service area that reflects community interests, needs, and expectations.
• Work with community leaders, business, industry and advisors to assess program and continuing education needs and respond as appropriate.
• Ensure that appropriate quality curriculum is developed (or adopted) and implemented as per agency regulations.
• Manage a one-stop, full-service system of customer service, including career/intake counseling, registration, financial aid, tuition/fee assessment, and accurate recordkeeping.
• Recruit, select, orient, supervise, and evaluate adjunct faculty and ensure that credentials meet all necessary agency requirements.
• Provide faculty with adequate resources and space for teaching; help them become familiar with adult learning theory and teaching practice.
• Prepare and monitor a budget that supports changing community expectations and specific departmental goals. Approve appropriate expenditures.
• Develop and implement an annual publicity and marketing plan for the production of class schedules, brochures, flyers, news releases, public service announcements and ads.
• Negotiate and manage contract training with business, industry, and government to ensure compliance and client satisfaction.
• Serve on various committees as needed.
• Serve as the primary liaison to regulating and funding agencies in program areas and maintain all required records as needed.
• Perform other duties as assigned.

POSITION CHARACTERISTICS:

• Strong leadership skills
• Commitment to the principles of lifelong learning
• Value for team work
Communicate effectively both orally and in writing is required
Ability to anticipate problems, exercise good judgment, and develop and apply solutions effectively
Coordinate multiple activities simultaneously and be able to prioritize
Knowledge of the community and the ability to work within it in order to assess needs, plan accordingly, locate instructors, and market strategically.
Decisions are made both independently and as a member of several different teams requires planning an annual budget that will support courses and programs offered while generating substantial revenue for the college.

QUALIFICATIONS:
• Bachelor’s degree required
• Master’s degree preferred.
• Experience in higher education or community education required
• Experience in the development, coordination, and management of non-credit programs and courses required
• Must be able to analyze needs, establish goals, develop curriculum, schedule classes, secure resources, and ensure successful programs
• General knowledge of the various regulating agencies is required, as well as procedures and requirements of the Texas Higher Education Coordinating Board
• Must have working knowledge of computer technology
• Strong interpersonal and communication skills are required
• Must possess the ability to collaborate with diverse individuals, groups, and organizations
• Strong organizational and analytical skills are important.

SIGNATURES:

_____________________________________________ Date
Director of Continuing Education

_____________________________________________ Date
Associate Vice President for Outreach Services

_____________________________________________ Date
Vice President for Instruction and Student Development

_____________________________________________ Date
President

Job Description developed: April 2001
Reviewed:
Revised:
Preparer: Dr. Judy Traylor, Kim Matthews