



Job Title: Continuing Education Director

Job Code: 11210

JOB SUMMARY

The Continuing Education Director is responsible for organizing, implementing, monitoring and supervising the continuing education programs at the main, and/or satellite campuses for a technical college.

MAJOR DUTIES

- Organizes, implements, monitors and directly supervises the operation of short-term, non-credit continuing education programs at the main and, if appropriate, satellite campuses;
- Plans and organizes the unit's work to meet the technical college's objectives. Directs and reviews work assignments of continuing education department;
- Determines the continuing education training needs of businesses and industries in the surrounding area;
- Promotes the continuing education program to public and private organizations;
- Reviews and issues requests for supplies and materials, including all curriculum materials for the program;
- Prepares and maintains all required documentation and administrative reports;
- Represents the department at various internal and external meetings;
- Monitors community satisfaction with technical college services;
- Manages and oversees financial/budget operation of the department;
- Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
- Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
- Evaluates employees at scheduled intervals upon reviewing of all relevant information;
- Conducts regular evaluation of services provided and make adjustments as needed;
- Maintains up-to-date policies, procedures, and state or federal laws that may impact department initiatives;
- Other duties as assigned.

COMPETENCIES

- Knowledge of postsecondary education
- Knowledge of TCSG policies and procedures
- Knowledge of federal and state regulations
- Knowledge of budgeting procedures
- Skill in the operation of computers and job-related software programs
- Oral and written communication skills
- Skill in interpersonal relations and in dealing with the public
- Decision making and problem solving skills

MINIMUM QUALIFICATIONS

- A bachelor's degree ***and*** Three (3) years of work related experience

PREFERRED QUALIFICATIONS

- Preferred qualifications may vary from location to location