

**Director,
Rural Initiatives and Adult Education
Bakersfield College
Kern Community College District
JOB DESCRIPTION**

Definition

Under the direction of the Vice President, Instruction or assigned supervisor, the Director of Rural Initiatives and Adult Education is responsible for the strategic leadership, development, and administration of assigned rural campus location(s), programs, and services. This position oversees instructional, student, and administrative services across assigned site(s), ensuring that these initiatives align with the College's mission and the needs of rural communities. The Director plays a key role in building partnerships with educational institutions, businesses, and community organizations while ensuring the effective operation of assigned campus(es) and site(s).

Examples of Duties

1. Development and administration of instructional programs and services across all assigned rural campus(es) and site(s), ensuring alignment with institutional goals and community needs.
2. Provide leadership and supervision for instructional, student, and administrative services, making independent decisions to improve service delivery and enhance student success.
3. Foster partnerships with area high schools, public and private agencies, businesses, and community groups to support the implementation and expansion of college pathways and programs that meet the educational and workforce needs of rural communities.
4. Maintain effective working relationships with College personnel, and actively survey community needs to inform program development and ensure relevance.
5. Develop and implement annual goals and action plans for assigned rural site(s), ensuring alignment with College strategic priorities and making autonomous decisions to meet evolving needs.
6. Oversee the development of new programs and student support initiatives, ensuring curricular relevance and responsiveness to the specific needs of rural communities.
7. Implement a data-driven approach to collect, analyze, and report information necessary for program evaluations, grant proposals, and institutional reporting.
8. Lead the development of annual course schedules in consultation with academic chairs and coordinate faculty assignments across rural locations to ensure instructional quality and access.

9. Develop strategies to increase student enrollment, retention, and persistence at rural locations through targeted outreach, support services, and innovative program offerings.
10. Manage the budget for assigned rural campus(es), serving as the fiscal manager responsible for allocating resources effectively to achieve program goals.
11. Oversee campus operations, including facility maintenance, safety, and security at assigned rural site(s).
12. Facilitate and support security personnel and ensure a safe, functional, and welcoming learning environment at assigned campus(es).
13. Negotiate and secure facilities and equipment for assigned rural location(s), ensuring access to high-quality educational spaces and resources.
14. Represent assigned rural campus(es) at College-wide governance bodies such as the Faculty Chair and Director Committee, Education Administrator Council, Bakersfield College Foundation Board, and other college wide committees and councils.
15. Act as a key representative for the College at public functions, serving as the face of Bakersfield College's Rural Initiatives to external partners and stakeholders.
16. Provide leadership and supervision for activities and programs associated with the Delano College Center Foundation Auxiliary, including fundraising, community engagement, and scholarship initiatives. Develop and manage the auxiliary budget and prepare quarterly financial reports to ensure transparency and sustainability.
17. Complete performance evaluations for staff and managers across assigned rural site(s), ensuring accountability and fostering professional growth.
18. Perform related duties as assigned by the immediate supervisor to ensure continuous improvement and alignment with College goals.

Minimum Qualifications

- Master's degree from an accredited college/university.
- Three years of progressively responsible leadership experience in an educational setting.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Knowledge of:

- Teaching and learning strategies, with experience evaluating and improving these strategies.
- Applicable state and federal laws, codes, and regulations.

- Leadership, team building, and conflict resolution principles.
- Procedures and operations of California Community Colleges.
- Student enrollment, retention, and success strategies.
- Accounting, budgeting, and fiscal reporting.
- Pertinent sections of Title 5 of the California Code of Regulations pertaining to student developmental, curriculum, and institutional services.
- Articulation agreement with other colleges/universities.
- Modern office procedures, methods, and equipment, including computers.
- Pertinent sections of California Education Code.
- Americans with Disabilities Act (ADA) compliance regulations.
- Board Policies and Administrative Procedures.
- Matriculation procedures.
- Principles of student development and administration at the community college level.
- Leadership and management principles and techniques.
- Federal regulations pertaining to the Family Educational Rights and Protection Act (FERPA).

Ability to:

- Communicate effectively both orally and in writing.
- Work independently, making informed decisions in a complex, multi-campus environment.
- Manage a complex budget, supervise staff, and administer a department.
- Develop an annual department budget and oversee daily operations for compliance and practical applications.
- Establish and maintain effective partnerships with representatives from educational agencies, businesses, government, and the community at large.
- Develop and implement credit and contract education programs.
- Demonstrate sensitivity and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.
- Establish and maintain collaborative and effective working relationships with those contacted in the course of work.
- Apply experience in community college systems, including curriculum development, and matriculation procedures.
- Use initiative and resourcefulness in problem-solving.
- Direct, train, and coordinate office staff and establish and maintain cooperative working relationships.
- Demonstrate leadership abilities with initiative and resourcefulness in solving complex problems.
- Demonstrate proficiency in using technology to support administrative and instructional functions.

Working Conditions

Environment: Office

Physical Demands:

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

The Director, Rural Initiatives and Adult Education, reflects the growth and complexity of Bakersfield College's rural campus network, which has expanded beyond the original Delano Campus to include multiple rural sites. This position requires a high level of independent decision-making and leadership to oversee the development and administration of programs and services that meet the unique needs of rural communities while ensuring alignment with the College's strategic goals.

This is an Educational Administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

10/2024