

Director, Delano Center Campus
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

The Director, Delano Center Campus, reports to the Dean of Learning Resources and Information Technology responsible for community campuses and is responsible for the development and administration of the Delano Campus and its programs. The Director has supervision responsibility for the year-round program.

Examples of Duties

1. Development and administration of the Delano Campus and its programs.
2. Provide leadership and supervision for instructional, student, and administrative services.
3. Provide leadership and develop partnerships with area high schools, public and private agencies, businesses, and community groups.
4. Build and maintain effective working relationships with Bakersfield College personnel. Survey community needs.
5. Develop and implement annual goals and action plans.
6. Develop and implement programs to meet curricular, student support, and service area needs.
7. Develop and maintain a system to collect data for program evaluations, grant proposals, and reporting purposes.
8. Develop an annual schedule of courses and coordinate faculty assignments with academic chairs.
9. Develop programs and activities to increase student enrollment and student persistence.
10. Develop annual budget. Serve as fiscal manager.
11. Supervise Delano Campus bookstore operations and sales. Manage facility for safety, appearance, and function.

Examples of Duties (continued)

12. Supervise security personnel.
13. Schedule Delano Campus faculty.
14. Secure rented facilities and equipment.
15. Represent the Delano Campus on the Division Chair, Student Services Council,
16. Instructional Administrators Council, and other groups as appropriate.
17. Represent the College at public functions.
18. Provide leadership and supervision for the Delano College Center Foundation activities and programs.
19. Develop annual Foundation budget and prepare quarterly reports.
20. Serve as an Executive Director and voting member of the Delano College Center Foundation.
21. Complete Performance Evaluations for classified staff and faculty assigned to the Delano Campus, as required.
22. Perform related duties as assigned by the immediate supervisor.

Qualifications

- Master's degree from an accredited college/university or equivalent. (Equivalent: Bachelor's degree and college-level coursework in related fields and a substantial amount of senior level Experience will be converted on the basis of two years related experience is equal to one year of education.)
- Three years demonstrated progressive leadership roles 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

- Ability to communicate effectively both orally and in writing.
- Ability to work effectively with students, faculty and staff.
- Ability to work effectively with representatives of educational agencies, businesses, government, and the community-at-large in the identification, development, and implementation of credit and not-for-credit programs.

Knowledge and Abilities (continued)

- Ability to demonstrate sensitivity in working with people of diverse racial, ethnic, and socioeconomic backgrounds, as well as those with disabilities.
- Knowledge of teaching and learning strategies and experience in evaluation of those strategies.
- Community College experience. Computer competence.
- Demonstrated leadership abilities.
- Ability to speak Spanish.
- Ability to apply policies and procedures consistently and correctly.
- Knowledge of the mission of California Community Colleges.
- Knowledge of matriculation procedures.
- Demonstrated ability to use initiative and resourcefulness in problem solving.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

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

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services program of the Colleges and the District.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)