

Director, Eastern Sierra College Center
Cerro Coso Community College
Kern Community College District
JOB DESCRIPTION

Definition

The Director, Eastern Sierra College Center, reports to the Vice President, Academic Affairs, and is for the development and administration of the Bishop/Mammoth Campuses and programs. The Director has supervision responsibility for the year-round program.

Examples of Duties

1. Development and administration of the Bishop/Mammoth Campuses and its programs.
2. Provide leadership and supervision for instructional, student, and administrative services.
3. Provide leadership to, assess the needs of, and develop partnerships with area high schools, public and private agencies, businesses, and community groups.
4. Build and maintain effective working relationships with Cerro Coso College employees.
5. Develop, implement, and evaluate annual goals and action plans.
6. Develop, implement, monitor, and assess programs to meet curricular, student support, and service area needs.
7. Implement and maintain the established 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, including interactive TV offerings.
9. Develop programs and activities to increase student enrollment and student persistence.
10. Serve as fiscal manager, develop annual budgets, and monitor all expenses.
11. Supervise Bishop/Mammoth campus' bookstore operations and sales. Manage facilities for security, safety, appearance, maintenance, and function.

Examples of Duties (continued)

12. Secure rented facilities and equipment.
13. Serve on committees as assigned.
14. Represent the College at public functions.
15. Serve as the College representative on the Mammoth Lakes Foundation and the Eastern Sierra College Foundation and attend foundation functions.
16. Supervise and direct Contract Education for the Eastern Sierra College Center.
17. Complete Performance Evaluations for classified staff and faculty assigned to the Bishop/Mammoth Campuses, as required.
18. Perform related duties as assigned.

Qualifications

- Master's degree or equivalent.
- Must have three years demonstrated progressively responsible leadership and supervisory 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, staff, business, and industry.
- 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.
- Ability to develop and implement credit and contract education programs.
- 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.
- Computer competence.
- Demonstrated leadership abilities.
- 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.
2	Ability to stand for extended periods of time.
2	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.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
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)