

CLINTON COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Director of Community Education	Reports to:	Vice President for Academic Affairs
FLSA Status:	Non-Exempt	CBU/MC:	Coalition
EEO Class:	Professional	Department:	Continuing Education
Rate Range/Budget:	\$60,000-\$65,000 annually		

Job Summary:

The Director of Community Education reports to the Vice President for Academic Affairs (VPAA). The Director is responsible for the oversight of the Center for Community and Workforce Development (CCWD), CCWD staff, and Prison Education Program (PEP). Evening and weekend work may be required. Due to the emerging nature of this position, the position will be evaluated on August 1, 2025.

Responsibilities:

1. Evaluate the existing CCWD courses, trainings, and programs and recommend an action plan, with supporting information, data, and potential costs, to the VPAA.
2. Ensure that all courses, trainings, and programs adhere to the established policies, procedures, and standards in accordance with College, federal, state, and local regulations and guidelines.
3. Determine the need, interest, and support for the development of new CCWD courses, trainings, and programs, and present information to the VPAA with recommendations for action to be taken, required staffing, and anticipated budget.
4. Assist with CCWD Instructor recruitment (with feedback from appropriate departments/faculty), make recommendations to VPAA, and schedule courses and trainings.
5. Coordinate with College Relations and Admissions to highlight CCWD courses, trainings, and programs.
6. Coordinate and be responsible for the preparation of the CCWD class and training schedules as approved by the VPAA.
7. Be responsible for the daily supervision of the Specialist(s) in CCWD.
8. Promote CCWD courses, trainings, and programs, as well as apprenticeships and pre-apprenticeships to regional businesses.
9. Serve as the PEP facility (prison) main point of contact.
10. Coordinate with the academic department/division leadership and be responsible for the preparation of the semesterly PEP course offerings.
11. Develop CCWD and PEP annual budget and goals, for VPAA approval, and evaluate throughout the year.
12. Assist the CCWD Specialist and PEP faculty in acquiring supplies, materials, and equipment needs for CCWD and PEP courses, trainings, and programs.
13. Coordinate with academic department/division leadership to hire and schedule PEP program faculty.
14. Be responsible for all reports, data, statistics and other CCWD and PEP information required by the College, federal, state and local offices.
15. Present any grant opportunities and alternative funding to VPAA for approval and serve as the coordinator of grant applications for the department.
16. Serve on appropriate College committees and community committees as designated by VPAA.
17. Other duties as assigned.

Qualifications:

An earned Bachelor's degree; Master's degree preferred. The Director will possess excellent interpersonal skills, project management skills, the ability to handle multiple projects and tasks, and flexibility and creativity in working with a diverse set of constituents. Experience in teaching, and administration or leadership are required. Experience in technology fields or workforce development and prison education or training programs is preferred.

Approved by Board of Trustees: October 15, 2024

