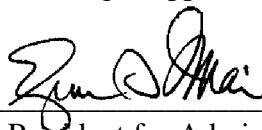


## DIRECTOR OF CONTINUING EDUCATION AND TRAINING

This is administrative/academic work in planning, formulating, coordinating and supervising continuing education, off campus instruction and community services in the geographical area served by the college. Positions in this class may be responsible for: community needs assessment; coordination, supervision, and direct administration of off campus instructional programs; and supervision of public services and education programs in community education centers, job experience programs, vocational training projects, apprenticeship/journey worker training programs, military base programs, tuition exempt programs and cultural arts and theater programs. Position incumbents may also be involved in conducting meetings with community groups relating to community needs and development; coordinating education and service programs with other campuses and with the Employment Training Center. Work requires knowledge of program development, needs assessment and planning methods. Supervision is exercised over program and instructional personnel. Incumbents are responsible for program execution. Positions in this class report to the Provost. Work is evaluated through conferences, reports and analysis of results obtained.

The amendment and retitling of the class Director of Special Programs and Community Services to Director of Continuing Education and Training is approved, effective June 2, 1997.



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Senior Vice President for Administration

October 10, 1997

Date