

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
SUPERVISOR POSITION DESCRIPTION**

JOB TITLE: Community Education Supervisor

BASIC FUNCTION: Under the supervision of the area Dean, is responsible for the quality and administration of the Community Education Program, the Senior Citizen's Education Program, and other community education related programs and offerings of the college.

SUPERVISORY RESPONSIBILITIES: Supervises Community Education Clerks and Instructional Department Specialist.

REPRESENTATIVE DUTIES:

1. Carries the primary responsibility for the development and implementation of all community education programs.
2. Coordinates the delivery of senior citizen program offerings to senior adult centers and other community sites.
3. Develops and coordinates the summer "College for Kids" program.
4. Supervises and directs the Professional Experts who present community education classes and classified staff.
5. Develops and recommends program budget, supervises expenditures, maintains fiscal controls and manages area facilities and equipment.
6. Assigns work, directs daily activities and evaluates performance of community education clerks.
7. Assists in promoting RCCD to the general public through community contacts and participation in community activities.
8. Through continued study and participation in professional organizations, maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility of this position.
9. Participates in local, regional, and state activities to promote the Riverside Community College District and the community college movement.
10. Carries out duties assigned by the Dean, President, or designee.
11. Performs other related duties as may be assigned.

EDUCATION: A bachelor's degree or an associate's degree and substantial related work experience equivalent to a bachelor's degree. Degrees must be from an accredited institution.

EXPERIENCE: A minimum of two years of closely related experience working in a college or university. Experience working in a community education-related field desired.

LICENSES/CERTIFICATIONS REQUIRED: None.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: Co-workers.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.