



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT  
POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Non-Credit Program Director		
<b>JOB CLASSIFICATION:</b>	<input checked="" type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
<b>RANGE:</b>	35		
<b>HOURS PER DAY:</b>	Up to 8		
<b>HOURS PER WEEK:</b>	Up to 40		
<b>MONTHS PER YEAR:</b>	Up to 12		
<b>REPORTS TO:</b>	Assistant Superintendent/Vice President of Instruction or Designee		

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

The Non-Credit Program Director provides overall direction for the development of non-credit offerings within the District. The incumbent works cooperatively with faculty and staff to develop non-credit courses and programs and implement non-credit policies and guidelines. The Director oversees project reporting and accountability; provides work direction, supervision of staff, and guidance to others involved with non-credit offerings; and establishes and monitors project budgets. Successful performance requires knowledge and experience in programs serving diverse college students. This position ensures program objectives and policies are properly implemented, comply with applicable state and federal guidelines, and follow District policies and procedures. Employees in this job class function at a professional level, which requires budgetary, organizational, problem solving, and decision-making skills. Employees in this job class receive administrative direction within a framework of general policies and guidelines and are responsible for supervising support staff. This is an educational administrator position.

**TYPICAL DUTIES**

*Examples of typical duties are descriptive and not restrictive in nature.*

- Works with faculty and staff to expand and build non-credit offerings throughout the District;
- Communicates timely, accurate, and relevant information about non-credit program offerings to the campus community;
- Administers the day-to-day activities and operations of the program; implements and reviews annual program goals; determines and establishes program processes and procedures;
- Ensures all operations and activities comply with state and federal guidelines for the program and follow District policies and procedures;
- Coordinates and cooperates with other programs to improve operational effectiveness, efficiency, and equity and enhance the District's overall performance;

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- Coordinates with community stakeholders, including other educational partners;
- Assists with participant follow-up activities and project evaluation reports;
- Represents the District in a variety of meetings supporting program goals and activities; serves as a primary District liaison with applicable agencies and stakeholders;
- Works closely with program partners to align programs and services, increase enrollment, and improve student success outcomes;
- Collaborates with District and external partners on marketing and outreach efforts to identify and recruit program-eligible students;
- Plans and develops training and information sessions to promote the program and recruit students;
- Coordinates course work, student support activities, and program partner participation to facilitate student success;
- Provides data, conducts research, participates in special projects, creates and provides schedules, and submits other information pertaining to the program to internal and external stakeholders;
- Evaluates effectiveness of programs and services and develops Non-Credit policies and procedures;
- Develops, presents, implements, measures, and revises program structure, operations, and best practices to support regional and statewide colleagues;
- Compiles and analyzes data, prepares reports for applicable agencies, and publishes and disseminates information to stakeholders;
- Develops, coordinates, and administers program budgets; monitors and controls expenditures consistent with District goals, policies, and the department's mission;
- Plans, organizes, evaluates, and revises the program's recordkeeping and maintenance policies and procedures;
- Selects, assigns, trains, supervises, evaluates, counsels, and disciplines direct reporting staff performance; plans, coordinates, and provides appropriate training for department personnel; and
- Performs related duties similar to the above in scope and function as required.

**EMPLOYMENT STANDARDS***Knowledge of:*

- Principles, procedures, objectives, and practices related to non-credit programs and courses at a California community college;
- Curriculum development and District policies related to curriculum and program development;

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- Current District program and course offerings; regulations relating to non-credit programs and courses;
- Proper budget development and implementation practices and methods;
- Effective evaluation, assessment, research methods, and report writing techniques;
- Effective relational and communication skills including using tact, patience, and courtesy;
- Principles and practices of administration, supervision, and evaluation;
- Regulations guiding California community college and K-12 funding for non-credit programs, including ADA, financial aid requirements, and graduation requirements;
- Support service needs of low-income and educationally disadvantaged students; and
- Computer, software programs, and other technology routinely used in public education administration.

*Ability to:*

- Plan, coordinate, organize, and direct a Non-Credit Program;
- Read, interpret, apply, and explain relevant provisions of federal and state regulations;
- Accurately assess and identify the District's non-credit program needs;
- Work effectively with faculty, staff, and participatory committees to develop and coordinate course and program offerings;
- Develop and present information and training sessions for a variety of stakeholders on the Non-Credit Program;
- Supervise the day-to-day activities and operations of the Non-Credit Program and assigned staff;
- Establish and maintain cooperative and effective working relationships with students and staff from diverse academic, socio-economic, ethnic, religious, cultural backgrounds, abilities, and sexual orientations;
- Analyze problems, determine effective solutions, and take independent action to achieve desired results;
- Research and analyze information and data, make recommendations, and prepare and present clear and concise reports;
- Work effectively under pressure, prioritize work, and meet established timelines;
- Establish and maintain effective working relationships with those contacted in the performance of required duties;
- Communicate effectively, orally and in writing;

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- Exercise tact, diplomacy, and good judgment during interactions with all internal and external stakeholders;
- Organize, direct, and evaluate the work of others; and
- Work independently with little or no supervision

**QUALIFICATIONS**

*Education Required:*

- Master’s degree in a related field or the equivalent;

*Experience Required:*

- Three years of related work experience (post-secondary education experience preferred);
- Demonstrated success in working collaboratively and cooperatively with stakeholders;
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ability, and ethnic backgrounds of community college students and staff.

**APPROVALS**

Date Created/Revised: 7/2019

Cabinet Reviewed: 7/2019

Board Approved: 8/14/2019

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)