



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

Program Supervisor (Program Name)

A Classified Professional Position

Grade 180S – Salary Schedule 40

A. General Statement

This is professional work at the action level involved in planning, implementing, coordinating and supervision of non-academic staff and administrative support services for an instructional or student services manager and program in the community college district. Under direction, the employee is responsible for planning programs, researching and compiling data for statistical and other reports, serving as program liaison with faculty, students, industry and community representatives, and for assisting division/department managers in budget planning and implementation. Public contact is extensive and involves College and outside staff for the purpose of exchanging program and department policy, curriculum and procedural information. A high degree of independent judgment and creativity are required to complete research; draft program proposals; coordinate various logistical areas of the program; and to participate with faculty, College and department staff in strategic planning and program marketing. The Program Supervisor can direct the work of professional, paraprofessional, clerical and other staff, and student assistants as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. exchanges information with faculty and other college staff, students and the general public about program and division/department courses, services, policies and procedures; establishes and maintains working relationships and partnerships with industry, community, union, advisory board, and educational institution representatives; confers with faculty, industry representatives and other educational institution staff regarding program future planning, courses, enrollment trends, market studies, student assessments, and other matters related to maintaining the currency of the program; attends meetings, workshops and other informational events to obtain and provide current program information; makes presentations to small and large groups as assigned; represents the program at career fairs, vendor exhibitions, high school and other outreach activities and other community/industry events;
2. confers with division/department administrators, supervisors and faculty regarding curriculum and course planning, class schedules, staffing needs, program expansion and modifications, and logistics of implementation; coordinates and chairs advisory and other committee meetings as assigned; provides input into development of marketing information and related activities for the program; prepares materials for and follow-through on the logistics of curriculum changes and approvals; meets with College committees and other review panels to present and provide technical information about new and modified programs and courses;

3. researches and compiles statistical and other information for special and regular reports of program enrollment and retention, courses, student assessments, budget, program staffing, State and local government and other regulation compliance, and other data; compiles and coordinates distribution of updated program information to faculty and staff; uses a database and other software to monitor enrollment, student and other data and to produce a variety of reports and documents; sets-up and maintains a library of academic, trade/industry, educational and other program materials;
4. coordinates, supervises and evaluates the work of paraprofessional, clerical and other support staff as assigned; hires, trains and directs the work of student assistants; plans and schedules new faculty orientations and training in conjunction with current faculty, division/department managers and related staff;
5. sets up and maintains an online and/or manual system of facility/laboratory usage by College and outside representatives; serves as instructional or student services Center supervisor; assesses and provides input into the need and acquisition of new equipment and supplies; coordinates the requisition, acquisition, delivery, set-up, inventory and transfer of program equipment and supplies; directs staff in the operation of stockrooms; and serves as liaison with vendors, contractors and other outside service providers for the program.

C. Requirements

This classification requires a combination of education and experience equivalent to completion of Bachelor's degree in a subject-matter closely related to the specific assignment, and successful program planning and implementation experience that has included directing the work of others; needs assessment and development responsive programs and activities; research, data analysis and preparation of statistical and other reports; use of a database and other software to set-up and monitor data and to produce a variety of reports and materials; demonstrated skills in oral and written communication, including teaching or training others; extensive public contact with people of diverse racial and language groups, cultures and abilities; and budget/financial planning and reporting.

D. Physical/Other Requirements

This classification requires oral and written communication, including persuasive communication and instructing others; extensive individual and group contact, attention to details, efficient management of time; driving a motor vehicle to off-campus sites; data comparison, analysis and interpretation; patience and tact in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Knowledge of the goals and objectives of community college vocational and academic programs and services.
2. Knowledge of industry, community and educational resources available to serve as program partners for curriculum and program service planning.
3. Skill in program planning, coordination, budgeting, reporting and evaluation, including needs assessment, marketing, time management, and attention to details.
4. Skill in training, supervising and evaluating the work of staff.
5. Skill in use of a database and other software to conduct research and to produce reports, documentation and other printed materials.
6. Skill in oral communication, including public speaking.
7. Skill in written communication, including development of proposals, grants, reports and other print materials.
8. Skill in building and maintaining effective and cohesive work teams. Skill in research methodologies, resources, data analysis and documentation.
9. Skill in establishing and maintaining efficient working relationships with people at all levels within organizations, including industry, community and public agencies.
10. Ability to communicate effectively with people of diverse racial and language groups, cultures and abilities. Skill in written communication.