Approved: March 1993
Revised: July 2000; Dec 2000;
June 2010; August 2025

EDUCATIONAL CENTER SUPERVISOR

DEFINITION

Under the direction of the assigned administrator, supervise, coordinate and perform the planning and overall operation of an educational center, which may include supervision of community activities, payroll/human resource processes, business and facilities functions, records and admissions, as well as other student services and instructional operations.

TYPICAL DUTIES

Supervise, coordinate and perform the coordination of a variety of administrative, operational, physical plant maintenance, instructional and clerical services for the education center; train, supervise, and evaluate assigned employees; participate in interviewing and the hiring process of selecting employees; ensure compliance and accountability and adherence to applicable laws, regulations, policies and procedures; prepare, monitor and maintain budgets and expenditures for assigned functions and activities in accordance with District policies; administer disciplinary actions if necessary; assist the administrator in charge with the recruitment and hiring of adjunct faculty; coordinate work schedules for assigned employees; assist the administrator in charge with the preparation of enrollment management materials; coordinate production schedule with instruction, student services, production services and main campus; assist with the supervision of the accounting and payroll/human resource functions; oversee the operational aspects of instructional programming at the center, such as Dual Enrollment, cohort programs; plan, organize and supervise the activities of the center's admissions and records services, such as records, enrollment, financial aid and other activities involved in coordinating student registration, and record maintenance; oversee the center's additional student services, such as counseling services, basic needs; supervise the business services/cashiering operations, and coordinate purchasing process; oversee operational aspects of instructional support services, such as Learning Resource Center, tutoring services, and other instructional support programs; manage operations of instructional laboratories at the center and oversee lab policies and procedures to ensure a safe and effective work and learning environment; oversee the faculty support area, including preparation of adjunct faculty contracts and absence reports; assist in the organization and distribution of instructional materials; collaborate with faculty on instructional activities, such as skill building and workshops; direct the physical operations and maintenance of the center facilities; coordinate the scheduling of maintenance requests with Facilities Management, Campus Operations, and outside contractors; coordinate administrative services' functions, such as police, technicians, and grounds; work with community groups on facility rentals, events and outreach; participate in the development and improvement to campus emergency and contingency plans and make recommendations for changes in procedures to ensure responsiveness in emergency situations; oversee office administration duties, providing clerical and other staff assistance as needed; perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

One year of experience in a lead or supervisory position in any field. Four years of experience in student services, academic support services, public services, community college and/or public agency programs, or similar experience related to the position (the required lead/supervisory experience may also be used towards meeting this requirement, if in the required fields).

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

EDUCATION
Bachelor's degree from an accredited institution; **OR** an Associate degree **PLUS** two additional years of qualifying experience.

KNOWLEDGE OF
Principles and practices of effective leadership, supervision and training; applicable federal, state and local laws and regulations, such as Education Code, Labor Code; applicable District policies, regulations, collective bargaining agreements, standard operating procedures and objectives of assigned programs; current industry practices; computer systems and applications; accounting and payroll practices; budget management, preparation and control; recordkeeping techniques in a complex business environment; modern office practices, procedures and equipment.

ABILITY TO
Perform the essential functions of the position; supervise and prioritize the work of assigned areas of responsibility; select, train and evaluate employees; accurately apply and explain laws, regulations and policies; identify, implement, and maintain sustainable systems, materials, equipment, and practices; maintain knowledge of center course/class offerings and student support services; operate a variety of modern office equipment and utilize software programs/applications for specific tasks; analyze situations appropriately, develop courses of action to resolve problems, and implement solutions; meet schedules and timelines; prepare clear, complete and concise reports; maintain accurate and organized records; communicate information and give instructions clearly, concisely and logically to others; prepare and deliver presentations; utilize current technology to effectively perform responsibilities; establish and maintain cooperative and effective working relationships with others; use interpersonal skills such as tact, patience and courtesy; work cooperatively with the public, students and employees; exercise initiative and sound judgment; work well in a group setting as well as independently with little direction or guidance; exercise discretion and confidentiality.

Collaborate and foster inclusion in a diverse organization.

Have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of individuals.