

# Barstow Community College District

## JOB DESCRIPTION

### POSITION: DIRECTOR OF MILITARY PROGRAMS

This is a full-time, 12-month, certificated management position, indexed to placement on the Administrative and Management Salary Schedule at a Range 16.

#### ASSIGNMENT:

Under the direction of the Vice President of Academic Affairs, plans, directs, coordinates, and organizes instructional programs and student services functions at the Fort Irwin Campus and other military sites; supervises assigned staff; coordinates operations and scheduling of programs with administration, faculty, and staff at the main campus; coordinates facilities and other non-instructional functions with other departments. Serve as a liaison between Military Base Education Officers and Barstow Community College.

#### REPRESENTATIVE DUTIES:

1. Provide administrative leadership and supervision at Fort Irwin Campus and other military affairs educational sites and activities
2. Collaborate with the Base Education Officer and the Vice President of Academic Affairs to develop and provide educational programs and academic supports at Fort Irwin Campus and other military sites
3. Collaborate with the Base Education Officer and the Vice President of Student Services to develop and provide student services at Fort Irwin Campus and other military sites
4. Develop program review, including necessary changes to keep program current with District policy and state/federal mandates
5. Connects soldiers and dependent with opportunities provided at the Innovation and Entrepreneurship Center, and to other programs, services, and supports
6. Administer budget planning and development, monitor expenditures, and oversee all budgetary facets of Fort Irwin Campus and other military affairs programs
7. Exhibit fiscal responsibility in the development and management of budgets; monitor spending and approve expenditures according to annual spending plans, perform budget revisions and prepare budget reports as needed
8. Maintain a positive rapport with Base Education Office and Military Command at Fort Irwin and other military sites
9. Maintain a high profile and act as Liaison with the educational community and other community agencies at Fort Irwin and other military sites
10. Establish and maintain effective working relationships with local, national, and international military installations and leadership
11. Development and implementation of a variety of academic delivery systems including but not limited to distance education learning (online, hybrid, ITV, synchronous, asynchronous, and other flexible learning modalities) and traditional classroom learning

12. Provides recommendations on flexible class scheduling, such as rotational scheduling, to best serve the needs of soldiers
13. Direct the development, publication and distribution of marketing, promotional, and informational material to staff and students concerning Fort Irwin Campus and other military activities
14. Develop class schedule each semester, in conjunction with the Deans, that fits the needs of all students including the military personnel at Fort Irwin and other military sites as needed
15. Maintain and update the Memorandum of Understanding with Fort Irwin National Training Center and other military sites
16. Oversee the development of operational policies and procedures that are student-centered and meet mandated requirements
17. Serve as a member of the management team and other campus committees, as needed
18. Designs, plans, and conducts studies and research to meet the needs of all students at Fort Irwin Campus and other military sites
19. In collaboration with appropriate managers, oversee the recruitment, selection, supervision, and evaluation of faculty and staff at Fort Irwin Campus and other military sites. Recommend appointments, transfers, promotions, reclassification, disciplinary action, layoff or termination of subordinates; assign work, communicate job expectations and performance measures, conduct performance evaluations and plan for staff development of employees; monitor and approve use of paid leave; ensure that all duties are performed in compliance with collective bargaining provisions, college regulations and equal opportunity guidelines
20. Explore opportunities for growth at Fort Irwin National Training Center, as well as new partnerships with Barstow Marine Corp Logistics Base, and other military sites
21. Perform other work related duties as assigned

## **QUALIFICATIONS**

**Education:** A master's degree from an accredited college or university in an area appropriate to the responsibilities of the position

**Experience:** Two years of leadership experience as a manager in education, military operations, business, government or comparable position. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college. Community College teaching experience desirable.

### **Knowledge and Skills:**

1. Management principles and practices
2. Federal, state and local laws, codes, rules, regulations and court decisions applicable to community colleges, including California Education code
3. Planning, organizing, and directing educational programs
4. Managing, training and evaluating the work of others
5. Analyzing and troubleshooting difficult situations accurately and adopting an effective course of action
6. Establishing and maintaining effective working relationships with those contacted in the course of work
7. Developing and maintaining a department budget

8. Communicating clearly and concisely, both orally and in writing to faculty, staff, students, and community members
9. Effectively responding to all situations/incidents using sound judgment and decision-making skills
10. Maintaining confidentiality and exercising discretion
11. Providing leadership to assigned staff and within the community
12. Coordinating projects and setting goals and priorities with other leaders within a college to offer effective services to students

**WORKING CONDITIONS:**

**Environmental Conditions:** The employee works under typical office conditions with extensive exposure to computer screens and contact with faculty, students, other departments, military base personnel, and the public. This position is subject to evening hours and weekends.

**Physical Conditions:** Essential and marginal functions require maintaining physical condition necessary for ambulating for extended periods of time and performing required duties. Must be able to travel between the Fort Irwin National Training Center, other military sites, and other District locations.

Board Approved: July 21, 2021