

**DAP Position: El Monte Educational Center (EMEC) Coordinator**

<b>Position Title:</b> El Monte Educational Center (EMEC) Coordinator
<b>Position Overview:</b> Under the direction of the Vice President of Academic Affairs, the El Monte Educational Center (EMEC) Coordinator will assume responsibilities for the overall planning, implementation, and coordination of the Educational Center's instructional and student support programs and activities, in accordance with the overall goals of the College. The EMEC Coordinator will assume responsibility for making decisions necessary for the effective and safe operation of the Educational Center and will represent the Educational Center to other segments of the College and the greater El Monte community.
<b>Term Length<sup>1</sup>:</b> Three semesters (Spring 2015, Fall 2015, Spring 2016)
<b>Next Term Start Date<sup>1</sup>:</b> Spring 2015 (position to be filled Spring 2014)
<b>Release Time Assignment<sup>1</sup>:</b> 40% per semester
<b>Current Faculty Member in Position:</b> Vacant
<b>Administrative Supervision:</b> Vice President, Academic Affairs
<b>Key Duties &amp; Responsibilities:</b> <ol style="list-style-type: none"><li>1. Exercise direct coordination of professional, technical, and support staff.</li><li>2. Coordinate the college activities, programs, and services offered at the Educational Center.</li><li>3. Organize and coordinate the Educational Center, including assisting with staffing, evaluation, and oversight.</li><li>4. Plan, organize, and evaluate the day-to-day operations and activities of the Educational Center. Maintain classrooms, offices, labs, and Website.</li><li>5. Coordinate the scheduling of classes and workshops in conjunction with academic deans, and the delivery of the appropriate support services to students participating in programs at the Educational Center.</li><li>6. Prepare reports as necessary in support of the Educational Center programs' strategic planning.</li><li>7. Coordinate the District's services for students in accordance with state Title V and Chancellor's Office regulations.</li><li>8. Work collaboratively with faculty, staff, and students to ensure that current and future instructional activities meet student and community needs.</li><li>9. Assess and assist with administering usage of the facility.</li><li>10. Develop and maintain active relationships with community leaders, community and business organizations, and public agencies to identify the needs of the Educational</li></ol>

Center and to stimulate interest in the Center's programs.

11. Assist in preparing and monitoring the operational budget for the Educational Center.
12. Maintain office hours at times appropriate to the Educational Center's schedule of classes.
13. Assist with the development and implementation of a marketing plan and advertising campaign to increase public awareness and enhance the image of the Educational Center.
14. Work with College staff to design and distribute promotional materials for the Educational Center.
15. Establish and assist with enforcement of operational policies and procedures for the Educational Center.
16. Ensure proper security and physical conditions of building, grounds, and equipment at the Educational Center.
17. Assist in the development of annual FTES projections for new, continuing, and returning students at the Educational Center, and provide periodic updates.
18. Develop, implement, and update a personal professional development plan on an as-needed basis.
19. Perform related duties and responsibilities as assigned.

**Employment Standards (Knowledge of):**

1. Planning, organization, and direction of current educational programs at the Educational Center.
2. Operations, services, and activities of the Educational Center.
3. Applicable policies, procedures, goals, and objectives of the Educational Center.
4. Principles and techniques of community relations, community groups, professional organizations, business organizations, and associated student organizations.
5. Mission, philosophy, and goals of the College.
6. Principles of business and personnel coordination.
7. Principles and practices of budget preparation and oversight.
8. District organization, operations, policies, and procedures.
9. Organization and coordination of records.
10. Capabilities of computer systems, software, and hardware used in business and management systems.
11. Instructional techniques designed to accommodate diverse learning styles and promote welcoming classroom environments for students from culturally diverse groups.
12. California Community College System and functioning on state, local, and institutional levels.
13. Principles of oversight, training, and performance evaluation.
14. Conflict resolution practices.
15. Pertinent federal, state, and local laws, codes, and regulations, including appropriate sections of the California Education Code.
16. Safe driving principles and practices.

**Employment Standards (Skills & Abilities):**

1. Effectively operate and utilize computer equipment, software, and information management systems in the performance of duties.
2. Operate a motor vehicle safely.
3. Develop and maintain interpersonal relationships.
4. Plan, direct, and coordinate the operations of the Educational Center.
5. Develop innovative programs and services to meet the diverse needs and interests of the community.
6. Establish feasible program goals and evaluate program results.
7. Analyze situations accurately and adopt an effective course of action.
8. Apply and interpret pertinent laws, rules, regulations, and policies.
9. Communicate clearly and concisely, both orally and in writing.
10. Select, oversee, motivate, counsel, and train assigned staff and students.
11. Prepare clear, comprehensive, and accurate reports, presentations, and correspondence.
12. Prepare comprehensive narrative and statistical reports.
13. Identify and respond to staff issues, concerns, and needs.
14. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
15. Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to the District's programs and functions.
16. Meet schedules and timelines.
17. Work independently with little direction.

**Minimum Qualifications:**

1. Master's degree in a related field preferred; Bachelor's degree considered.
2. Two years of formal training, internship, or leadership experience reasonably related to the coordination assignment, preferably involving coordination of staff, educational planning, and/or facilities management.
3. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

1. Ability to work in a standard office environment, including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.
2. Possession of, or ability to obtain, an appropriate, valid driver's license.
3. Ability to travel to different sites and locations.

<sup>1</sup>The District retains the right to deny or reassign a release time position at any time based on changing needs for DAP. Assignment percentages and length of term may be adjusted by the District, as needed.