

#94947

CCA

**DIVISION ADMINISTRATIVE JOB DESCRIPTIONS**

**POSITION TITLE: MANAGER, CONTINUING EDUCATION PROGRAM**

**REPORTS TO:** Superintendent/Chief Executive Officer or Designate

**SUPERVISES:** All Continuing Education Staff

**JOB SUMMARY:** To oversee and ensure the successful delivery of a Continuing Education program that meets the needs of the community and provides opportunities for life-long learning.

**KEY ACCOUNTABILITIES:**

1. To develop and sustain a positive educational environment consistent with the mission of the School Division in the Continuing Education program.
2. To apply all pertinent legislation, standards, policies and procedures as they pertain to this program.
3. To manage the instructors, students, and class and practicum sites to ensure successful delivery of programs.
4. To ensure that curriculum in the certificate programs is current and reflective of all bylaws, industry adjustments, and relevant legislation.
5. To be responsible for budget administration and the successful operation of the program.
6. To continuously assess the needs of the community and plan programs accordingly.
7. To develop partnerships and relationships with area businesses and industries, as well as community and provincial agencies.
8. To promote and market courses and programs in the local and global community.

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9. To support the International Education program as required.

10. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor's degree in Business or related discipline
- 5 Years related experience at a senior level including supervisory experience
- An equivalent combination of education and experience may be acceptable to the Division.

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