

WESTERN WYOMING COMMUNITY COLLEGE

POSITION DESCRIPTION

DIRECTOR OF THE SUBLETTE COUNTY SCHOOL DISTRICT #1 BOCES

EXPECTATIONS AND NATURE OF THE POSITION

The Director of the BOCES is responsible for administering, promoting, and developing educational programs to strengthen and enhance the educational opportunities for local residents to take both college credit courses and non-credit educational opportunities. The Director is the advocate, liaison and representative for WWCC's and BOCES' interests in the community.

The Director reports to the WWCC Director of Extended Education, and works with other College offices, such as the Dean of Academic Affairs, Enrollment Services and Financial Aid in developing and delivering WWCC's credit programs in the Pinedale area. In particular, the Director is responsible for ensuring that all established policies, procedures and practices related to the College's credit programs are applied consistently and fairly.

The college expects this individual to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, this individual must understand the comprehensive role of the community college and cooperate and work harmoniously with college personnel and the public. This individual will follow all college policies, rules, regulations and guidelines as they relate to this position.

PRIMARY DUTIES AND RESPONSIBILITIES FOR WHICH THIS INDIVIDUAL IS ACCOUNTABLE

Responsibilities with the BOCES Board:

1. Secures, organizes, and presents to the BOCES Board such information as it desires or needs in order to perform its duties efficiently and effectively.
2. Implements and interprets the policies of the Board, and recommends new or revised policies for the Board to consider that improve the system and its services.
3. Nominates for appointment all BOCES employees; recommends for discharge any BOCES employee rendering unsatisfactory services; and proposes adequate salary schedules for BOCES employees.
4. Assumes responsibility for purchasing approved materials and equipment.
5. Presents the proposed annual budget and interprets it to the Board; Maintains records and files in an orderly, systematic manner.
6. Administers the budget after it is adopted and keeps expenditures within its limits; directs the accounting of all funds and makes proper financial reports to the Board.
7. Directs the public information program for citizens of the community to provide adequate information about BOCES programs and services, the reasons for the activities, and the results obtained;

8. Administers all programs established by Board action. Develops long-range planning for the BOCES.
9. Represents the educational interests of the Pinedale community to the BOCES board.
10. Procures grants when appropriate.
11. Keeps abreast of professional developments by attending conferences, seminars and workshops and by reading appropriate professional literature.
12. Performs other related duties as appropriate or required.

Responsibilities for Developing Educational Programs

1. Assesses the credit and non-credit educational, training and cultural needs of Pinedale; conducts appropriate fact finding and community-needs surveys and analyses; proposes new educational programs to the Board; coordinates the delivery of lower-division college courses through WWCC.
2. Develops, promotes, and evaluates the ABE/GED program.
3. Establishes effective and cooperative relationships with appropriate personnel in the local school district, at local industries and businesses, and with other community groups; identifies their educational needs and services and recommends appropriate programs to the Board; organizes new professional development activities and coordinates activities with existing agencies.
4. Interacts with other BOCES Directors as appropriate to identify means of collaboration on delivering educational programs.

Responsibilities Related To WWCC Credit Programs

5. Provides leadership for WWCC credit programs offered in the Pinedale area. Develops plans in cooperation with various college personnel for each of the following areas: planning for course offerings and delivery, marketing, and community-needs assessment.
6. Develops a schedule according to established timelines for on-site and distance education courses in collaboration with the WWCC Director of Extended Education. Assures that each course is scheduled to meet the required minimum of contact hours and that instructors are approved before sending the schedule to press. Ensures that college courses have appropriate enrollment to "make."
7. Coordinates with School District personnel the scheduling of courses appropriate for concurrent enrollment in Pinedale. When appropriate, serves as the liaison between WWCC and School District personnel in Pinedale.
8. Manages the local distance-learning systems that relate to the WWCC credit program. Develops an annual plan for distance education courses needed in Pinedale. Identifies and recommends instructors willing to teach distance education courses. Collaborates with the WWCC Director of Extended Education and the other Outreach directors/coordinators to identify and schedule courses that meet a regional need.
9. Identifies potential part-time instructors; submits candidates for adjunct approval to campus, supervises local adjunct faculty, and provides for the proper and timely payment of instructor

salaries. Ensures that course syllabi are consistent with on-campus requirements. Works with local instructors to ensure that college standards are maintained and that the integrity of coursework, especially as it relates to a course's transferability, is maintained.

10. Works with Division Chairs and other appropriate college personnel regarding issues of quality or instructional content. Executes WWCC policies and procedures relating to student evaluation of instructors. Works with appropriate on-campus personnel to ensure that accreditation standards for college credit programs are met.
11. Assures that all WWCC procedures relating to enrolling and processing students are followed. Works with the Office of Enrollment Services to address exceptions and concerns prior to making decisions. Assures that support staff are appropriately trained in the registration and record keeping process and that established timelines are followed. Participates in Enrollment Service-sponsored training for outreach personnel.
12. Serves as academic advisor for Pinedale students. Supervises the administration and adherence to the College placement exam, COMPASS. Explains policies and procedures to students. Informs potential students concerning courses and programs.
13. Assures that all WWCC procedures related to the processing of financial aid are followed. Works with the Financial Aid Office to address exceptions and concerns prior to making decisions. Attends training related to financial aid. Serves as local contact for financial aid recipients. Assures that students have completed the WWCC and Federal application processes and met appropriate deadlines. Oversees transfer of paperwork related to financial aid to the Financial Aid Office on campus. Provides accurate and timely information to students and prospective students on the financial aid application process and requirements for the various types of institutional aid.
14. Participates with college personnel in recruiting and marketing programs in the Pinedale area. Assures that WWCC is featured prominently and appropriately in advertising and promotional pieces including signage and stationery. Makes sure all printed material follows good marketing practices and meets WWCC standards. Serves as a member of the WWCC Marketing Team.
15. Recommends personnel changes of part-time instructors to the appropriate college personnel.
16. Ensures that all WWCC Business Office policies and procedures are followed.
17. Serves as liaison between Pinedale High School, Sublette School District #1, and other education entities in the Pinedale community and WWCC.
18. Keeps the Director of Extended Education and other appropriate college administrators informed with regard to activities related to the credit program in Pinedale.
19. Attends WWCC's in-service and other meetings as required.
20. Performs other related duties as appropriate or required.