



**Wharton County
Junior College**

**Proposed Agenda Item
Board of Trustees Meeting**

Complete this form and submit it to the Office of the President by 5:00 pm on the eleventh day before the following Tuesday meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version *as long as you follow the format specified below.*

Date of Board Meeting: February 16, 2016 Date of This Proposal: January 22, 2016

SUBJECT (item as it will appear on agenda): Continuing Education Kids' College Specialist Position

RECOMMENDATION: Approve adding a new position to Continuing Education Department to handle Kids' College program, effective immediately

BACKGROUND/RATIONALE:

The Kids' College Specialist will handle the responsibilities of Kids' College (KC) and support other Continuing Education (CE) programs as needed. The KC Coordinator position was previously filled by a part-time employee who recently retired. Due to the growth, success, and profitability of this program, a new full-time position is requested. In FY15, the program profited over \$300,000.

Estimated Cost and Budgetary Support (how will this be paid for?): \$32,900 - \$36,150 profits of the program will cover the personnel cost

Note: FY16 budget already has \$15,000 allotted for part-time KC Coordinator

RESOURCE PERSON(S) [name(s) and title(s)]: Alice Atkins - Director of Continuing Education

SIGNATURES:

Originator

Alice Atkins

Date

1-22-16

Cabinet-Level Supervisor

Luc

Date

1-25-16

PRESIDENT'S APPROVAL:

Betty A. McLeod



**JOB DESCRIPTION
Human Resources Department**

JOB TITLE: Continuing Education Kids' College Specialist	FLSA: Non-Exempt GRADE: P-15 NBAPOSN: SPC024
LOCATION: Sugar Land Campus and Kids' College designated location	EFFECTIVE DATE: November 19, 2016 REVISION DATE: January 22, 2016
REPORTS TO: Director of Continuing Education (CE)	

PURPOSE AND SCOPE:

The Continuing Education (CE) Kids' College (KC) Specialist is responsible for the overall development, organization, operation, coordination, evaluation, supervision, and training of Kids' College Program, at the Sugar Land Campus and designated Kids' College site locations. The CE specialist will also assist and manage other CE programs and supervise the publication of CE Course Schedule.

ESSENTIAL JOB FUNCTIONS:

1. This position is responsible for conducting a successful youth activity summer program that promotes Wharton County Junior College (WCJC) in the community and retains good customer service practices.
2. This position designs, develops, and implements the Kids' College Program and non-credit schedule CE classes both on and off campus.
3. This position manages the day-to-day operation of Kids' College throughout the calendar year, and assists with other CE programs as needed.
4. This position recruits instructors and recommends for employment as well as trains, supervises and evaluates all Kids' College functions and campus non-credit instructors and maintains a database with this information that is available to other members of the CE staff.
5. This position resolves in a positive manner student issues that arise including, but not limited to, assisting faculty with student concerns and room conflicts.
6. This position maintains a recordkeeping system that meets Texas Higher Education Coordinating Board (THEB) regulations.

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7. This position is responsible for properly processing all forms related to the operations of the Kids' College, Wharton, Sugar Land, FBTC, El Campo, and Bay City CE units. Examples of forms include, but are not limited to, create-a-section forms, class registration forms, course cancellation forms, faculty contracts, and faculty timesheets. The position provides to instructors third day class roll, attendance roll, grade roll, certificate of completion, and other appropriate paperwork, as required by college policy.
8. This position develops and submits correct and complete information for course schedules and manages the schedule publication using a step process with specific action dates.
9. This position processes forms for approval of non-credit adult vocational and avocational courses, as well as for Kids' College.
10. This position provides input for budget requests to the Director of CE, and assists with the management of the Kids' College Program budget(s) including review and approval of budget expenditures.
11. This position maintains a file of non-credit course syllabi and assists non-credit instructors in the preparation of course syllabi.
12. This position processes for part-time instructors all necessary documentation and requirements from Human Resources, Payroll and Benefits, and Banner.
13. This position orders all textbooks, classroom materials, and supplies, for courses that the CE KC Specialist manages, and does so sufficiently in advance so they arrive before the class begins.
14. This position is responsible for communicating all changes in classes or schedules to other WCJC employees as designated by the Director of CE. In the class cancellation process, ensures all students are notified in a proper and timely manner.
15. This position develops, manages and processes all health career programs at the Kids' College, Wharton, Sugar Land, FBTC, El Campo, and Bay City campuses and maintains the proper paperwork, contracts, and records to insure the success of these programs.
16. This position supervises the preparation, production, and publication of the Kids' College Catalog schedule(s), Facebook page, and other marketing efforts.
17. This position assists the Director of CE in serving as the College's liaison to public ISDs and government agencies, as it relates to Kids' College.
18. This position prepares a plan to deal with Kids' College emergencies.

19. This position prepares annual objectives and an annual report for the Kids' College Program

20. This position assumes other duties as assigned by the Director of CE.

KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires sixty (60) semester hours of college or four years of equivalent work experience. Two years of full-time current office work experience is also required. This position requires the ability to provide continuous courteous customer service to students, parents, staff, administration, and the general public. This position requires working knowledge of Youth Activity programs. This position requires a working knowledge of the course schedule process. Current computer software skills with knowledge of Word, Excel, and PowerPoint and knowledge of basic accounting and bookkeeping principles are required. This position requires superior organizational skills, the ability to make sound decisions, and ability to work independently. This position requires the ability to meet mutually agreed-upon objectives within a specific timeframe. A criminal background check is also required.

SUPERVISION OF OTHERS:

The Continuing Education Kids' College Specialist has day-to-day responsibility managing the KC and CE operation and supervising the Kids' College instructors, staff, and CE instructors.

SUPERVISION AND DIRECTION RECEIVED:

The Continuing Education Kids' College Specialist is primarily responsible and accountable to the Director of CE for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

This position uses a personal computer workstation running in a Microsoft Windows environment, calculator, phone, and other general office equipment.

CONTACTS:

External contacts of this position are with the general public, local school districts, community organizations, and local and state agencies.

Internal contacts of this position are with other CE Specialists, various WCJC Departments (Registrar's Office, Business Office, Human Resources Department, Student Services,

Payroll and Benefits Office, and Campus Directors), students, faculty, staff, and administration.

COMPLEXITY/EFFORT:

This position requires attention to detail, a working knowledge of general office procedures and practices, and the ability to articulately interpret established guidelines for students and other personnel. This position requires the ability to utilize computer technology to access data, maintain records, generate reports, and communicate with others. Problems of this position are routine in nature, resolutions are found in knowledge gained from practical experience. Effective, cooperative relationships exist with the Director of CE, other administrative and professional staff, faculty, support staff, and clientele from the community. Confidential aspects of the position must be strictly maintained. Functioning in the role is related to College goals and mission statement.

WORKING CONDITIONS:

Work of this position is performed primarily in a climate-controlled office environment with computers. Exposure to natural atmospheric conditions such as dirt and dust, etc. is standard of an office environment. There is minimal exposure to safety hazards. Frequent interaction with students and the general public is required. Infrequent travel and use of a personal vehicle is required.

LAST MODIFIED: January 22, 2016

Employee's Signature

Date

Supervisor's Signature

Date

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