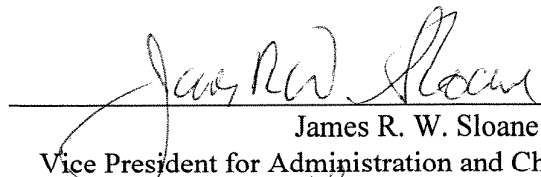


Director of Vocational and Community Education

This is academic and administrative work in planning, promoting and directing the Employment Training Center (ETC) on a statewide basis, and the continuing and community education services for a campus. A position in this class is responsible for the ETC program that provides basic skills and vocational instruction to Hawai'i's "at risk" populations and serves as a transition center to assist students in advancing their education or finding employment. A position in this class is also responsible for the continuing education, off-campus instruction and community services (such as non-credit courses, special credit programs, workshops, and cultural exhibits and performances) in the geographical area served by the college. Work includes responsibility for directing, managing, planning and evaluating instructional programs, student support services, and academic support programs to carry out the ETC's program objectives; conducting research and assessing future program needs in collaboration with other agencies including the State and Federal governments, businesses, industry and labor representatives; establishing and maintaining effective relationships with participating and cooperating schools and agencies; establishing and supporting an academic environment that promotes maximum learning and guidance; coordinating the development of project proposals for extramural funding to maintain job training programs as well development of new programs that respond to community needs; planning and administering the delivery of continuing education programs; working directly with community organizations including community advisory boards and planning committees to assess the needs and interests in the College's instructional capabilities in order to establish appropriate educational resources and programs, activities and cultural performances; and directing administrative activities including budget, human resources and facilities management.

Work requires knowledge of educational administration, curriculum development, particularly at the community college level with emphasis on vocational and technical program areas; program development, needs assessment and planning methods. Supervision is exercise over program and instructional personnel. Work is performed with wide latitude for independent judgment and is reviewed through consultation with the Provost and evaluation of program attainments and community acceptance.

The amendment and retitling of the class Assistant Director of Employment Training to Director of Vocational and Community Education is approved, effective July 1, 2002.



 James R. W. Sloane
 Vice President for Administration and Chief Financial Officer

Sept 4, 2002

 Date