



Director of Community Education
\$60,000-\$65,000

Clinton Community College, a member of the State University of New York, is situated on the shores of Lake Champlain with panoramic views of the Adirondack Mountains and the Green Mountains of Vermont. The College's mission is to provide educational opportunities in an inclusive and safe environment that empowers individuals to create their own paths to personal and professional growth. The College strives to be diverse in ways that reflect the world in which we live and work. By being intentional about creating a strong climate of mutual respect and inclusiveness, we recognize that learning experiences will be broader, richer, and more meaningful for all members of our community.

The Director of Community Education reports to the Vice President for Academic Affairs (VPAA). The Director is responsible for the oversight of the Center for Community and Workforce Development (CCWD), CCWD staff, and Prison Education Program (PEP). Evening and weekend work may be required. Due to the emerging nature of this position, the position will be evaluated on August 1, 2025.

Duties and Responsibilities:

1. Evaluate the existing CCWD courses, trainings, and programs and recommend an action plan, with supporting information, data, and potential costs, to the VPAA.
2. Ensure that all courses, trainings, and programs adhere to the established policies, procedures, and standards in accordance with College, federal, state, and local regulations and guidelines.
3. Determine the need, interest, and support for the development of new CCWD courses, trainings, and programs, and present information to the VPAA with recommendations for action to be taken, required staffing, and anticipated budget.
4. Assist with CCWD Instructor recruitment (with feedback from appropriate departments/faculty), make recommendations to VPAA, and schedule courses and trainings.
5. Coordinate with College Relations and Admissions to highlight CCWD courses, trainings, and programs.
6. Coordinate and be responsible for the preparation of the CCWD class and training schedules as approved by the VPAA.
7. Be responsible for the daily supervision of the Specialist(s) in CCWD.
8. Promote CCWD courses, trainings, and programs, as well as apprenticeships and pre-apprenticeships to regional businesses.
9. Serve as the PEP facility (prison) main point of contact.

10. Coordinate with the academic department/division leadership and be responsible for the preparation of the semesterly PEP course offerings.
11. Develop CCWD and PEP annual budget and goals, for VPAA approval, and evaluate throughout the year.
12. Assist the CCWD Specialist and PEP faculty in acquiring supplies, materials, and equipment needs for CCWD and PEP courses, trainings, and programs.
13. Coordinate with academic department/division leadership to hire and schedule PEP program faculty.
14. Be responsible for all reports, data, statistics and other CCWD and PEP information required by the College, federal, state and local offices.
15. Present any grant opportunities and alternative funding to VPAA for approval and serve as the coordinator of grant applications for the department.
16. Serve on appropriate College committees and community committees as designated by VPAA.
17. Other duties as assigned.

Minimum Qualifications:

An earned Bachelor's degree; Master's degree preferred. The Director will possess excellent interpersonal skills, project management skills, the ability to handle multiple projects and tasks, and flexibility and creativity in working with a diverse set of constituents. Experience in teaching and administration or leadership are required. Experience in technology fields or workforce development and prison education or training programs is preferred.

To apply:

The search will remain open until the position is filled. Please submit a resume to the email or mailing address below.

Please email your application materials to:

hr.recruiting@clinton.edu

Clinton Community College

136 Clinton Point Drive, Plattsburgh, New York, 12901

Clinton Community College, a member of the State University of New York System, is an Equal Opportunity/ Affirmative Action employer and complies with ADA requirements. Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise HR as necessary.