

Cisco College

Job Description

Class (Adult Health Program)

District

FAC

Responsible for the overall management of the program, including the development and implementation of the program's curriculum, policies, and procedures. The position holder will also be responsible for the recruitment, selection, and supervision of staff, as well as the monitoring and evaluation of the program's performance.

The position holder will also be responsible for the development and implementation of the program's budget, and for the coordination of the program's activities with other departments and organizations. The position holder will also be responsible for the representation of the program at various forums, and for the promotion of the program's activities.

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1. Assist in the development and implementation of the program's curriculum, policies, and procedures.
 2. Participate in the recruitment, selection, and supervision of staff.
 3. Assist in the monitoring and evaluation of the program's performance.
 4. Participate in the development and implementation of the program's budget.
 5. Coordinate the program's activities with other departments and organizations.
 6. Represent the program at various forums, and promote the program's activities.

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11. Participate in the recruitment, selection, and supervision of staff.
12. Assist in the monitoring and evaluation of the program's performance.
13. Assist in the development and implementation of the program's budget.
14. Coordinate the program's activities with other departments and organizations.
15. Represent the program at various forums, and promote the program's activities.

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1. Establish and maintain a positive working relationship with staff and students.
 2. Establish and maintain a positive working relationship with the community.
 3. Assist in the recruitment, selection, and supervision of staff.
 4. Assist in the monitoring and evaluation of the program's performance.
 5. Assist in the development and implementation of the program's budget.

