

CAMPUS DIRECTOR (DC)

1. Nature of the employment corps

The jobs of campus director involve the responsibility and the performance of management duties (planning, organization, supervision, control, evaluation) of all the programs, activities and resources related to instructional services, to student services as well as other services offered by a campus of college of general and vocational education.

2. Fields of activities

The incumbents perform the collective attributions of senior staff described before, in the following fields of activities:

- academic education services;
- student services;
- adult education services;
- human resources services;
- material and financial resources services;
- relations with the community.

1. Specific tasks

Moreover and in particular, he:

- supervises the control committee of his campus;
- gets the required financial resources and ensures the development and the implementation of programs that answer the specific needs of the area's clientele and this, both in academic and adult education;
- approves the hiring of academic education and adult education teachers;
- supervises the activities of the personnel involved in work relations and sits at the teachers' work relations committee, represents the college as signatory officer of the campus on all that is related to the interpretation and local application of the collective agreements;
- acts as a spokesperson of the campus for the negotiations with the city or other interveners;

- carries out the promotion of the teaching quality and announces the educational successes, the research, the projects and the campus' specific programs;
- supervises the publicity related to the campus' activities;
- gives the orientation for the adult education sector;
- establishes and maintains a dialogue with the representatives of the socioeconomic milieu and represents his institution in every official duties;
- supervises the organization of official ceremonies, especially the graduation ceremony.