

# GCCCD

## District Services

### QUICK REFERENCE

#### Evening/Weekend Administrators

#### Objective

Evening Administrators provide a single point of contact at each College for emergency and administrative matters during instructional hours after fully-staffed hours.

#### Assigned Hours

- **Monday – Thursday** – An **On-Site Administrator** will be assigned the role until the completion of instructional hours.
- **After 5:00 p.m. Friday and on Weekends** – An On-Call Administrator will be available when classes are scheduled.

#### On- Site or On-Call Administrator Requirements

- Call CAPS at extension 7654, prior to the start of your shift, leave cell phone number. *CAPS will never give out your cell number and will call you directly with any issues.*
- Remain available for telephone contact with CAPS at all times.

#### Duties

- Respond to calls from students, faculty and parking services.
- Provide support and guidance in difficult and/or unusual circumstances.
- Respond to student/customer complaints and disciplinary issues. The administrator should request an escort by CAPS personnel before tending to disciplinary issues in the classroom.
- In emergencies, serve as incident Commander and facilitate the appropriate emergency procedures until emergency personnel arrives on scene.
- Exercise discretionary authority in making decisions.
- The Administrator should not delegate this role to others.
- Accompany CAPS to respond to classroom incidents, if requested.
- The Administrator is **not** expected to:
  - Tour the campus.
  - Tend to medical calls.
  - Tend to law enforcement calls.

#### Scheduling

- The Colleges maintain the schedule of assigned Administrators.
- If an Administrator needs to change their duty dates, they are responsible for negotiating a swap with a colleague. The changes to the rotation should be emailed to the appropriate party to amend the Outlook calendar accordingly.
- If someone is unexpectedly or unavoidably absent, for instance through illness, on the day they are scheduled as Administrator, they should inform their immediate supervisor and CAPS will be advised of the replacement Administrator.
- The Administrator role will be rotated among appropriate site administrators.