

TITLE	CLASSIFICATION	SALARY RANGE
Director, Regional Adult Education Programs	Management Team Educational Administrator Categorically Funded	24

SCOPE OF POSITION:

Under general direction of the Senior Vice President Academic Affairs has primary administrative responsibility for direction and oversight of regional Adult Education programs and the Sonoma County Adult Education Consortium (Consortium), serves as the primary contact for faculty and staff with regard to Adult Education budget, curriculum, schedule, program development, and staffing; supervise and evaluate the performance of assigned staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Directs Regional Adult Education programs, including Learning Centers, corrections education, Integrated Basic Education and Skills Training (IBEST) programs, pre-apprenticeship, services for adults with disabilities and other community partnership programs.
2. Develops and manages grant and program development opportunities related to regional Adult Education programs for the Consortium and District in coordination with faculty and staff; develops and initiates new non-credit Adult Education programs in response to community and labor market needs.
3. Interprets District, State and Federal policies regarding non-credit and fee-based instruction for Adult Education, grant compliance and foundation requirements.
4. Implements policies and procedures related to the District's instructional departments.
5. Provides direction and support for community outreach projects and activities; collaborates with all District and regional outreach providers to establish an effective marketing and information-sharing network.
6. Develops, implements and assesses programs and curriculum for Adult Education instruction and support services; plans professional learning activities to address identified needs of all regional Adult Education staff members.
7. Develops and manages the budget for the Adult Education Block Grant (AEBG) programs and initiatives including the distribution of funds to Consortium members and partners providing Adult Education services; analyze and review budgetary and financial data; authorize expenditures in accordance with established priorities.
8. Collaborates with academic departments to develop and deliver courses and training to improve business and workforce education; participates on Workforce Innovation and Opportunity Act (WIOA) grant application development, program design, data collection and mandated reporting.
9. Represents the Consortium and District at meetings with external organizations related to Adult Education including California Community College Chancellor's Office (CCCCO), California Department of Education (CDE), SCOE, and Sonoma County Workforce Investment Board (WIB).
10. Develops procedures in collaboration with the Director, Fiscal Services, for ISA/contracts, Memorandums of Understanding (MOU) and invoicing for Adult Education programs and services under the AEBG.

KEY DUTIES AND RESPONSIBILITIES – Continued

11. Collaborates with Admissions & Records to develop and implement registration procedures for students under ISA, workforce training programs, and IBEST programs; monitors effectiveness to assure quality student experiences.
12. Implements goals and objectives related to Adult Education; participates in strategic and long range planning efforts for all of Consortium and District departments and programs to assure comprehensive and cohesive regional implementation.
13. Facilitates partnerships with local and regional businesses, industry associations, community organizations and K-12 districts and independent schools to promote the Consortium's Adult Education programs; provides outreach to promote regional Adult Education programs and services.
14. Plans, schedules and facilitates regular Consortium meetings with appropriate public notice per Brown Act requirements for the Oversight Committee, Executive Committee, stakeholders and content area focus groups.
15. Prepares reports for the Board of Trustees, CCCCCO, CDE, and U.S. Department of Labor (WIOA).
16. Facilitates resolution of complaints from students, faculty, staff and businesses related to Adult Education.
17. Creates and maintains regional Adult Education webpages to include information regarding career and personal development opportunities for target student audiences as defined by AB 104 as well all service providers and employers.

KNOWLEDGE OF:

1. Community college and K-12 systems, and the development and promotion of instructional programs.
2. Instructional pedagogy, learning theory, and Adult Education student characteristics.
3. Planning, budgeting, and staffing.
4. Equal Employment Opportunity, hiring, and evaluation procedures; local, State and Federal employment regulations.
5. Legal and regulatory climate in California community colleges and local education agencies.
6. Interpreting and implementing collective bargaining contracts.
7. Program review and evaluation processes.
8. Community needs and resources.
9. Grant proposal writing for State and Federal resources, as well as private foundation funding.
10. Multi-campus college organizational structure.

ABILITY TO:

1. Plan, organize, direct and supervise a variety of programs, including the supervision of staff.
2. Communicate clearly, both orally and in writing.
3. Manage a multi-faceted budget serving instructional programs, support services and community partnerships.
4. Interact effectively with sensitivity to, and respect for, a diverse population.

ABILITY TO – Continued

5. Work within an academic system.
6. Interpret and communicate complex policies and procedures.
7. Effectively train, supervise and evaluate the performance of assigned staff.
8. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Master's Degree required and ability to meet minimum qualifications for a current SRJC faculty discipline.

EXPERIENCE:

One year of formal training, internship or leadership experience reasonably related to this assignment.

Preferred:

Increasingly responsible experience developing and managing multiple programs and facilities, including supervision of related support staff, including experience in writing and managing state and federal grants, budget development and reporting requirements.