

TITLE: Manager, Adult Education

CLASSIFICATION: Management Team – Classified Administrator (Categorically Funded)

SALARY RANGE: 14

SCOPE OF POSITION:

Under the general direction of the Director, Regional Adult Education Programs, provides administrative leadership and supervision for activities related to the development and implementation of the Data & Accountability requirements for the Adult Education Block Grant and the Workforce Innovation & Opportunity Act (WIOA) grant for Santa Rosa Junior College and the Sonoma County Adult Education Consortium, as well as related special projects and initiatives. The Manager functions as the primary contact for Adult Education regarding the data and accountability requirements of the projects and grants. Trains, supervises and evaluates 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. Administers and manages the Data and Accountability requirements for WIOA and Adult Education Block Grant funding in accordance with District, State and Federal policies, procedures and regulations; plans, reports, and evaluates performance-based outcomes tied to State and Federal funding.
2. Develops an Adult Education Data and Accountability Plan for Santa Rosa Junior College and the Sonoma County Consortium with input from each entity; identifies equity-based best practices to establish key milestones and metrics refined by data-driven evidence; uses data to support the development of Adult Education courses and certificates that are in alignment with institutional and consortium goals.
3. Identifies outside public and private funding sources to support current State, District and Consortium initiatives regarding Adult Education program areas; develops and implements activities, processes and procedures that integrate multiple agency requirements.
4. Develops informational data sets using quantitative and qualitative measures on Adult Education program, course and services recipients; directs the preparation and maintenance of narrative and statistical reports for State and stakeholder agencies, local administration, faculty and staff.
5. Supports faculty and staff in the development and/or assessment of student, program and institutional learning outcomes; facilitates professional development opportunities and/or requests for information on Adult Education program outcomes, evidence-based research, and innovations in educational approaches.
6. Provides technical expertise, information and assistance to the Director regarding assigned functions; assists in the formulation and development of Adult Education policies, procedures and programs.
7. Works collaboratively with District faculty and staff, school districts, Sonoma County Office of Education (SCOE), and Consortium community partners and service providers.
8. Attends Consortium Oversight committee meetings, stakeholders meetings and other meetings as required to present information on District and Consortium progress towards the accountability measures identified by the State.
9. Trains, supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions.

KNOWLEDGE OF:

1. Adult Education Federal and State regulations and practices to prepare diverse students for college, career entry/advancement and community engagement.
2. Adult Education grants including development of work plans; collaboration with funders; monitoring, compliance and reporting.
3. Hiring and evaluation procedures and local, State and Federal employment codes, laws and regulations.
4. Grant proposal process; contracts and Memorandums of Understanding (MOU's).
5. Interpreting and enforcing labor union contracts.
6. Outreach and promotional techniques.
7. Community workforce needs and skills gaps.
8. Budget preparation and resource allocation.

ABILITY TO:

1. Oversee, plan, organize and implement complex work projects.
2. Interpret, apply, and explain rules, regulations, policies and procedures.
3. Work under pressure with tight timelines, and make sound decisions in a timely manner.
4. Facilitate meetings and design collaborative participatory governance events.
5. Communicate complex facts and ideas both verbally and in writing.
6. Effectively train, supervise and evaluate assigned staff.
7. Establish and maintain cooperative and effective working relationships.
8. Work effectively with faculty, staff, department chairs, program coordinators, and Chancellor's Office staff.
9. Manage staff and contractors on a variety of tasks related to data and accountability projects.
10. Create and maintain a variety of reports, records and files related to assigned activities.

MINIMUM 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 Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Bachelor's degree.

Experience:

Increasingly responsible (2 – 4 years of full time or part time equivalent) experience in planning, preparing, administering, managing and reporting on grants within Adult Education or the Community College environment.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record. Incumbents may be required to obtain District certification to drive 12-passenger vans.

PHYSICAL REQUIREMENTS:

Position requires frequent travel to various area school districts, business organizations, and community agencies. Must be able to work evenings and some weekends may be required.