



TITLE	CLASSIFICATION	SALARY GRADE	
OUTREACH SPECIALIST, ADULT EDUCATION PROGRAMS	CLASSIFIED	GRADE:	M
BOARD APPROVED:		New Classification 08-09-16	

JOB DESCRIPTION:

Under direction, facilitates student engagement and access to support systems for adult education programs; prepares promotional materials and coordinates outreach presentations for the Consortium’s Regional Adult Education (AE) programs.

SCOPE:

The Outreach Specialist, Adult Education Programs facilitates student success in adult education courses and programs throughout Sonoma County, including offsite regional Learning Centers, Petaluma Adult School, SRJC off-campus locations, and incarcerated adults in county jail facilities. The Specialist conducts outreach and serves as the main point of contact for students in Adult Education programs. The Specialist works collaboratively with Consortium member agencies and community partners.

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. Facilitates access to educational programs and support services provided by the District, the Petaluma Adult School, the Sonoma County Office of Education, and other service providers in Sonoma County.
2. Assists students with achieving their educational and employment goals.
3. Tracks student enrollment and outcomes and develops reports demonstrating aggregate outcomes; conducts post-AE student placement follow up and collects completion data for the Adult Education Block Grant reporting requirements.
4. Works collaboratively with District faculty and staff, school districts, Sonoma County Office of Education (SCOE), and Consortium community partners and service providers.
5. Attends Consortium Oversight committee meetings, stakeholders meetings and other AE meetings as required; delivers reports on status of program enrollment and student outcomes.
6. Designs and delivers presentations, in both English and Spanish, about Adult Education programs and services.
7. Maintains the Consortium’s Sonoma County Adult Education webpage.
8. Develops and disseminates videos and other digital/print media marketing products in English/Spanish featuring the Consortium’s Adult Education programs.
9. May serve as a lead worker to other classified staff in the area.
10. May train and direct the work of student assistants or short-term, non-continuing employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Communicate effectively in English and Spanish (bilingual required), both verbally and in writing, with an emphasis on public speaking; maintain cooperative working relationships; facilitate collaboration among constituents; work independently with minimal supervision; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

State Adult Education programs, including standards for secondary schools; community college processes and procedures; related Federal and State regulations; standard office productivity software and specialized software and systems.

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:

Associate's degree in a related discipline.

Preferred Education:

Bachelor's degree in a related discipline.

Experience:

Some (1-2 years full-time equivalent) experience in public relations and/or community outreach.

Preferred Experience:

Previous experience performing outreach duties in a K-12 or 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. Ability to lift up to 50 lbs. unassisted.