

**TITLE: Director, Adult Education**

**CLASSIFICATION: Management Team – Classified Administrator (Categorically Funded)**

**SALARY RANGE: 21**

**SCOPE OF POSITION:**

Under the general direction of the Dean, Language Arts and Academic Foundations, provides primary administrative responsibility for direction and oversight of regional Adult Education programs as the Regional Director of the Sonoma County Adult Education Consortium for faculty and staff with regard to Adult Education data and accountability and budget requirements, scheduling, program development, and staffing; 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. Coordinate Regional Adult Education programs, including Learning Centers, pre-apprenticeship programs, services for adults with disabilities and other community partnership programs.
2. Develop and manage grant and program development opportunities related to regional Adult Education programs for the Consortium and District in coordination with faculty and staff; assist faculty in developing and initiating new non-credit Adult Education programs in response to community and labor market needs.
3. Develop and manage the budget for the California Adult Education Program (CAEP) programs and initiatives including the distribution of funds to Consortium members and partners providing Adult Education services; analyzes and reviews budgetary and financial data.
4. Provide direction and support for community outreach projects and activities; collaborate with all District and regional outreach providers to establish an effective marketing and information-sharing network.
5. Identify outside public and private funding sources to support current State, District and Consortium initiatives regarding Adult Education program areas; develop and implement activities, processes and procedures that integrate multiple agency requirements.
6. In collaboration with the English as a Second Language and College Skills departments, participate on Workforce Innovation and Opportunity Act (WIOA) grant application development, program design, data collection and mandated reporting.
7. Develop informational data sets using quantitative and qualitative measures on Adult Education program, course and services recipients; direct the preparation and maintenance of narrative and statistical reports for State and stakeholder agencies, local administration, faculty and staff.
8. Support faculty and staff in the development and/or assessment of student, program and institutional learning outcomes; facilitate professional development opportunities and/or requests for information on Adult Education program outcomes, evidence-based research, and innovations in educational approaches.
9. Represent 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), Sonoma County Office of Education (SCOE), and Sonoma County Workforce Investment Board (WIB).

**KEY DUTIES AND RESPONSIBILITIES – Continued**

10. Develop procedures in collaboration with the Director, Finance, for Independent Service Agreements (ISAs)/contracts, Memorandums of Understanding (MOU) and invoicing for Adult Education programs and services under the CAEP.
11. Collaborate with Admissions and Records to develop and implement registration procedures for students under ISAs, workforce training programs, and IBEST programs; monitor effectiveness to assure quality student experiences.
12. Provide technical expertise, information and assistance to the Supervising Administrator regarding assigned functions; assists in the formulation and development of Adult Education policies, procedures and programs.
13. Implement goals and objectives related to Adult Education; participate in strategic and long-range planning efforts for all Consortium and District departments and programs to assure comprehensive and cohesive regional implementation.
14. Plan, schedule and facilitate regular Consortium meetings with appropriate public notice per Brown Act requirements for the Oversight Committee, Executive Committee, stakeholders and content area focus groups.
15. Facilitate 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; provide outreach to promote regional Adult Education programs and services.
16. Create and maintain 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.
17. Train, supervise and evaluate 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. Community college and K-12 systems and promotion of instructional programs.
3. Adult Education grants including development of work plans; collaboration with funders; monitoring, compliance and reporting.
4. Planning, budgeting, and staffing.
5. Hiring and evaluation procedures and local, state and federal employment codes, laws and regulations.
6. Grant proposal process; contracts and Memorandums of Understanding (MOU's).
7. Legal and regulatory climate in California community colleges and local education agencies.
8. Multi-campus college organizational structure.
9. Outreach and promotional techniques.
10. Community workforce needs and skills gaps.

**ABILITY TO:**

1. Manage a multi-faceted budget serving instructional programs, support services and community partnerships.
2. Oversee, plan, organize and implement complex work projects.
3. Interpret, apply, and explain rules, regulations, policies and procedures.
4. Work under pressure with tight timelines, and make sound decisions in a timely manner.
5. Facilitate meetings and design collaborative participatory governance events.
6. Communicate complex facts and ideas both verbally and in writing.
7. Effectively train, supervise and evaluate assigned staff.
8. Establish and maintain cooperative and effective working relationships.
9. Work effectively with faculty, staff, department chairs, program coordinators, administrators, and Chancellor's Office staff.
10. Collaborate with Student Services on Data and Accountability projects.
11. Create and maintain a variety of reports, records and files related to assigned activities.
12. Demonstrate sensitivity to, and respect for, a diverse population.

**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 in a related field.

**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.