



JOB TITLE: DIRECTOR, ADULT EDUCATION AND WORK-BASED LEARNING INITIATIVES

Classification:	Classified Administrator	Retirement Type:	PERS*
Salary Range:	11	Board Approved:	January 19, 2021

BASIC FUNCTION:

Under the general direction of the Dean of Community Advancement, the Director provides leadership in establishing, delivering, and expanding educational programs for the District, including adult education, apprenticeships, and other work-based learning programs. Liaises with strategic partners, including the South Bay Adult Education Consortium, employers, and others. Applies for and secures grant funds that are designed to prepare and support learners in gaining education, experience, and skills which will help them reach their education and career goals.

This position is contingent upon grant funding.

REPRESENTATIVE DUTIES:

Plan, direct, and manage the college's California Adult Education Program (CAEP) to help Adult Education School students transition to college-level coursework and/or the workforce.

Establish, register and manage apprenticeship programs that are compliant with state and federal regulations, college policies, apprenticeship standards, and specific industry licensure and certificate requirements.

Collaborate with industry, community organizations and other stakeholders to build, maintain, and develop strategic partnerships that result in effective work-based learning programs like internships, cooperative education and apprenticeships programs. Identify and initiate contacts of prospective work-based learning partners.

Coordinate and develop promotional and marketing themes, promotional publications, advertising and public relations activities for department programs in consultation with the District's Marketing and Communications department.

Project staffing needs; provide leadership in the recruitment, selection, and evaluations of instructional personnel, staff, and other subject matter experts. Supervise and evaluate the performance of professional and subordinate personnel to ensure that program objectives are being met; assure efficient program operations; assign and review work. Recommend training and other professional development opportunities as needed.

Oversee and evaluate the delivery of training programs; review and approve training materials and make adjustments as necessary to meet the obligations of department grants.

Assess program operations and activities in terms of cost-effectiveness and program goals. Review work methods, products, procedures, and functions to assure efficiency and financial self-sufficiency.

Prepare and administer annual operational program budgets.

Develop and maintain strong, cooperative and effective relationships with internal staff members and departments including Academic Affairs, instructors, counselors, academic deans, and others as required.

Perform public relation duties by representing department programs in the community; network and coordinate with other relevant District departments and personnel, local, state, and national economic development and governmental entities, business and industry leaders.

Ensure the proper and timely completion of required reports. Manage departmental risks and health/safety issues in consultation with the Director of Risk Management.

Perform other administrative duties as required and/or assigned.

JOB QUALIFICATIONS:

Education and Experience:

Master's degree in a related field and three (3) years progressively responsible experience related to workforce vocational training and/or apprenticeship education and/or California Adult Education Program management; OR Bachelor's degree in a related field and five (5) years progressively responsible experience as described above.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Federal and state laws and related policies governing CAEP and apprenticeships.

Grant management techniques, data collection, audit, evaluation, and grant reporting.

California Community College Chancellor's Office grant project compliance, performance, and reporting.

Program development and evaluation.

Program and project management.

Principles and methods of marketing, promotion, and public relations techniques.

Principles of adult learning theory, group dynamics, and human behavior.

Course development and implementation.

Budget preparation and financial planning.

Abilities/Skills:

Sensitive to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of students and of persons with disabilities.

Interpersonal skills that demonstrate tact, patience and courteousness.

Advanced skills using a computer and assigned software.

Oral and written skills to present the department programs effectively.

Establish and maintain cooperative working relationships with the District, regional college staff and students, industries, and community groups.

Work in a fast-changing, entrepreneurial, and project-based environment.
Manage budgets on assigned grants and projects.
Plan and organize work.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.

Licenses or Other Requirements:

Valid California driver's license.

WORKING CONDITIONS:

May be required to drive to off-site locations periodically.
Move from one work area to another.
Hand, wrist and finger dexterity to operate various machines.
Some overnight travel may be required.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.