



PALO VERDE COMMUNITY COLLEGE DISTRICT

DIRECTOR OF CALIFORNIA ADULT EDUCATION PROGRAM

NATURE OF THE POSITION

Under the supervision of the Dean of Needles Center, the Director of the California Adult Education Program (CAEP) plans, organizes, coordinates and implements the activities of the California Adult Education Program (CAEP) and collaborates with the members of the regional consortium to ensure that program goals, objectives, outcomes and deliverables are completed within established timelines; serves as a resource to the regional consortium, its students and others concerning assigned programs, services and functions; plans, oversees, and conducts community outreach efforts to promote awareness of programs; oversees the distribution of program materials and calendars; prepares project budget and reports.

DUTIES AND RESPONSIBILITIES

1. Plans, organizes, coordinates and implements the activities of the California Adult Education Program (CAEP) and the regional consortium to ensure that program goals, objectives, outcomes and deliverables are completed within established timelines.
2. Plans, coordinates, implements, and evaluates current and future program activities, objectives and priorities; oversees program development
3. Organizes and manages logistics for regular meetings including teleconferences or in-person meetings including travel, events, agendas, preparation of reports for regular updates, meeting minutes and follow-up actions; provides current CAEP regulations and California Education Code (Ed. Code) updates to members.
4. Trains, supervises, and evaluates the performance of assigned personnel; interviews and recommends employees for selection, transfers, reassignment, disciplinary actions, and terminations; assigns employee duties and reviews work to ensure compliance with established standards, requirements and procedures.
5. Plans, oversees, and conducts community outreach efforts to promote awareness of CAEP programs, foster growth of community relations, and increase student participation in CAEP programs.
6. Maintains an updated list of services and referrals; provides lists to consortium members at each monthly meeting.
7. Serves as CAEP liaison to the Consortium Board and its created committees; monitors program budgets and prepares reports of goals, outcomes and deliverables to program stakeholders; establishes and maintains new partnerships with stakeholders in both

- communities.
8. Prepares project budget reports in collaboration with consortium partners, appropriate District administrators and accounting personnel.
 9. Collaborates with CAEP consultants to organize public relations and media related to Adult Education activities, including drafting articles for the paper, sub-contracting for any required printed materials/brochures, uploading best practices reports and maintaining website updates.
 10. Researches, compiles and inputs data; performs special projects as needed; arranges and organizes any required trainings for consortium members and adult learners based on agreed upon projects.
 11. Formulates and develops policies, procedures and programs.
 12. Prepares and maintains a variety of reports, records and files related to CAEP assigned activities; ensures Ed. Code compliance with NOVA System.
 13. Communicates with other administrators, personnel, students, community partners and outside organizations to coordinate activities and programs; resolves issues and conflicts and exchange information.
 14. Oversees General Education Program (GED); directs adult education programs including, but not limited to, school district's parents' success programs, non-credit English as a Second Language (ESL) support, English for farm workers, non-credit keyboarding, typing test and career cruising (Xello) services.
 15. Participates and provides input throughout CAEP operations to improve the delivery of adult education and addresses existing gaps in programs and services; maintains collegial and supportive working relationships with all CAEP personnel.
 16. Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work.
 17. Attends conferences, trainings, and workshops; implements best practices from conferences and trainings.
 18. Provides coverage at the Needles Center career counseling office.
 19. Performing other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

1. Planning, organization, coordination and implementation of California Adult Education Program (CAEP).
2. Grant program goals, objectives, outcomes and deliverables.
3. Oral and written communication skills.
4. Principles and practices of supervision and training.
5. Grant management and compliance with requirements.
6. Community relations and outreach techniques.
7. Familiarity with community outreach, adult education, workforce development, and career counseling.
8. Understanding of workforce development and career counseling principles.
9. Applicable laws, codes, regulations, policies and procedures.

10. Interpersonal skills using tact, patience and courtesy.
11. Operation of a computer and assigned software.
12. Proficient in technologies.

ABILITY TO:

1. Perform a variety of specialized duties in the planning, organization, coordination and implementation of California Adult Education Program (CAEP).
2. Communicate effectively both orally and in writing.
3. Interpret, apply and explain rules, regulations, policies and procedures.
4. Establish and maintain cooperative and effective working relationships with others.
5. Operate a computer and assigned office equipment.
6. Analyze situations accurately and adopt an effective course of action.
7. Plan and conduct community outreach efforts.
8. Meet schedules and timelines.
9. Work independently with little direction.
10. Plan and organize work.
11. Maintain records and files.
12. Prepare comprehensive narrative and statistical reports.
13. Work independently, as well as in a team-oriented environment.

MINIMUM QUALIFICATIONS

1. Bachelor's degree from an accredited college or university.
2. Two (2) years of directly related experience.
3. Sensitivity to and understanding of the diverse academic, ethnic, racial, age, national origin, religious, gender, sexual orientation, disabilities, and socio-economic backgrounds.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

1. Valid driver's license.

PREFERRED QUALIFICATIONS

1. Master's degree from an accredited college or university with major coursework in management, supervision, public administration, education, or related field.
2. Knowledge of the California Education Code, Title 5, Chancellor's Office administrative procedures, Federal law and regulations and other legal parameters that affect the policies and practices of the student success and assessment operations of the District.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. The physical demands and work environment are typical of an administrative job in an office environment.
2. The incumbent must be able to perform the essential functions of the job, with or without

a reasonable accommodation.

CLASSIFICATION/SALARY

1. This is a Classified/Management position.
2. Row 5 of the District's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The District offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.
4. This position is contingent upon continued categorical funding.

PALO VERDE COMMUNITY COLLEGE DISTRICT

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.