

College of the Redwoods

Position Description

Position: Assistant Director, Adult Education	Position Number:
Department: Adult Education	FSLA: Exempt
Reports to: Director, Adult Education	Salary Grade: 124

Summary

Reporting to the Director for Adult Education, this leadership position assists with the planning, organization, coordination, and supervision of the operations and activities of adult education classes and services through the Adult Education Block Grant. Performs advanced technical duties for the department head. Provides leadership, coordination, and support for administrative projects. Shares responsibility for the management of faculty, courses, and grants. Shares responsibility for grant accountability, deliverables, and outcomes. Represents the college in the local community.

Essential Duties and Responsibilities

- Assists with the supervising, coordination, and monitoring of a full range of Adult Education Block Grant activities and students services.
- Performs technical duties for the Director of Adult Education. Attends meetings as the managerial representative for Adult Education.
- Performs duties of the HiSET Chief Examiner.
- Occasionally supervises staff in absence of Director.
- Assists with the building and scheduling of adult education classes.
- Assist with the coordination of scheduling at local facilities.
- Assists with the provision of administrative support to faculty and students at remote sites.
- Reviews Management Information System (MIS) reporting for accuracy.
- Assists with outreach, marketing, and program development for the Adult Education Program.
- Contributes to website updates.
- Coordinates and supports the Adult Education Block Grant.
- Reviews all grant requirements and guidelines to confirm applications are within required terms and conditions.
- Participates in writing, editing, and/or revision of grant reporting.
- Works with the Business Office to ensure policies of the college are being followed while also meeting the guidelines of the grant.
- Serves as a liaison for Adult Education Block Grant with the Chancellor's Office and other agencies to ensure rules and regulations of grant are met.
- Directs the monitoring and tracking of budget allocations and distribution of fund in Ellucian's Colleague system.

Qualifications

Knowledge and Skills

- Principles and practices of leadership, management and supervision including planning, organizing, assigning, and reviewing work; performance appraisal and discipline; and employee selection and professional development.
- Requires thorough knowledge of proper English usage, grammar, spelling, and punctuation; strong oral communication skills; and strong written communication skills.
- Must be skilled in using various standard office machines and software applications.
- Requires sufficient human relations skill to conduct performance reviews, deliver presentations, and convey technical information.
- Motivate faculty, staff and colleagues to continually improve programs and services.
- Requires math skills to develop and administer a budget and meet grant reporting requirements, including sufficient math skills to compute sums, quotients, fractions, percents, ratios, and statistics.
- Prepare and present effective and comprehensive reports, recommendations, and correspondences.
- Requires professional writing skills sufficient to prepare marketing-oriented materials and correspondence.
- Requires skills in computer operation, including software applications for database management, spreadsheets, and word processing.
- Requires knowledge of conflict resolution and problem solving techniques and strategies

Abilities

- Requires the ability to represent the college and department in a manner befitting a department leader.
- Requires the ability to independently perform all of the duties of the position efficiently and effectively. Must be able to supervise, coordinate, and perform various tasks as assigned.
- Must be able to learn, interpret, explain and apply College and program policies, rules, and objectives in a fair and consistent manner.
- Requires the ability to supervise staff in a manner that encourages high morale and efficiency.
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.
- Requires the ability to analyze situations and accurately adopt an effective course of action, with or without supervisorial support.
- Requires the ability to communicate with partners, students, staff, and the public using tact and courtesy in sometimes confrontational or strained situations.
- Work with designated computer programs and systems.
- Requires the ability to travel overnight.
- Will require work within County and State Correctional Facilities, including state prisons.
- Must have the ability to work evenings and weekends as needed.

Physical Abilities

Position requires sufficient ambulatory ability to stand and walk for extended periods of time; bend and stoop on an intermittent basis; to carry or lift light to medium weight objects on a frequent basis (up to 50 lbs. unassisted). Requires visual acuity and depth perception, arm-hand-finger dexterity, and hand-eye coordination to operate control panels and keyboards. Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.

Education and Experience

Bachelor's degree from a nationally accredited college or university. At least three years of experience in teaching or educational programming, or college-level coursework in those fields.

Licenses and Certificates

A valid California driver's license.