

College of the Redwoods

Position Description

Position: Director, Adult and Community Education	Position Number:
Department: Adult & Community Education	FLSA: Exempt
Reports to: VP, Instruction	Salary Grade: 128

Summary

Reporting to the Vice President of Instruction, the Director is charged with managing the college's Adult and Community Education Department including managing the daily operations. The Director supervises instructional sites, supervises faculty and program staff, and oversees grant management, including the Adult Education Block Grant. This leadership plans, organizes, coordinates and supervises the operations and activities of adult education (non-credit) and community education (not-for-credit) classes and services. The Director represents the College within the scope of the assignment as appropriate to the state of California educational codes, rules, and regulations. The Director also represents the college in the local community.

Essential Duties and Responsibilities

- Oversees and directs the Adult & Community Education Department and non-credit and not-for-credit courses.
- Supervises, directs, coordinates, and monitors a full range of Adult Education Block Grant and Community Education activities and student services. Facilitates communications about departmental activities, events, deadlines, and timelines.
- Works with the Vice President of Instruction to market and increase awareness of programs including directing the publication of marketing materials, and assisting with the advertisement of courses through website, promotional materials and community organizations.
- Develops, prepares, and distributes, from concept, rough drafts, or verbal instructions, a variety of materials including brochures, master schedules, letters, requisitions, newsletters, reports and statistical data.
- Oversees, develops and maintains a system for monitoring expenses and income for programs within Adult and Community Education, including recommendation of procedures to monitor and control expenditures and income and ensure fee collection where applicable. Preparing reports as needed.
- Serves as a business, community, and corporate liaison with local industry, organizations, government, human resources, non-profit organizations and local residents and community groups and agencies.
- Collaborates with workforce and job preparation training at the Job Market/One Stop Center. Works with One-Stop Partners to deliver non-credit or not-for-credit trainings.
- Works with community representatives to ensure continuation of quality

Director, Adult and Community Education

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programs and services in the areas of business and community training, education and partnerships.

- Works with the Vice President of Instruction to assess community and client needs and interests to develop and plan training and re-training programs.
- Works with academic Deans and Directors concerning program development and implementation of fee-supported, not-for-credit and/or adult education, non-credit programs where appropriate, monitors enrollments, develops class schedules, adding and canceling courses.
- Participates in the hiring of faculty and classified staff.
- Provides first-line leadership and supervise personnel assigned to the specific assignments of this position.
- Assess instructional effectiveness and evaluate performance of adult and community education and contract training instructors and classified staff.
- Ensures academic integrity through hiring and retention of qualified associate faculty and staff.
- Ensures instructor compliance with operational clerical requirements, including attendance reporting, submission of rosters, as well as participation in course, program and student assessment.
- Ensures annual completion of departmental program review.
- Provides performance evaluations for associate faculty and all other staff. Assesses instructional effectiveness of associate faculty.
- Provides for in-service professional development training opportunities for staff.
- Holds regular staff meetings to ensure program goals are on track.
- Maintains positive working relationship with Academic Senate in consultation with Vice President of Instruction as well as all other constituent groups.
- Maintains professional affiliations and represents the District in local, regional and state-wide meetings.
- Other duties as assigned.

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 supervisory 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**

Requires light walking and standing and lifting of lightweight materials (less than 20 pounds). Requires sufficient arm, hand, and finger dexterity to operate a personal computer keyboard and other office equipment. Requires visual acuity to read words and numbers, speaking skills, and hearing skills to communicate in person, over the phone, or in writing. Requires ambulatory skills to move to various settings on and off campus.

▪ **Education and Experience**

Bachelor's degree from an accredited institution. Demonstrated skill in multitasking, prioritizing workloads and working independently.

- **Licenses and Certificates**

- Must possess a valid driver's license.
- Must be able to pass the security clearances required to work within County and State Correctional Facilities.