

College of the Redwoods

Position Description

Position: Manager – Adult Education	Position Number:
Department: Community & Economic Development	FLSA: Exempt
Reports to: Assistant Director, Adult Education	Salary Grade: 124

Summary

Reporting to the Assistant Director for Adult Education, this leadership position plans, organizes, coordinates and supervises the operations and activities of adult education classes and services through the Adult Education Block Grant. Performs advanced technical duties for a department head, or the equivalent, in volume and complexity. Provides leadership, coordination, and performance for administrative projects. Shares responsibility for 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

- Supervises, coordinates, and monitors a full range of Adult Education Block Grant activities and student services. Facilitates communications about departmental activities, events, deadlines, and timelines.
- To ensure compliance with quality standards and deadlines, organizes, supervises, performs, and reviews work activities of support staff.
- Performs technical duties for a department head or equivalent. Attends meetings on behalf of the department, preparing and delivering formal presentations, updates, and briefings. Composes important letters, memoranda and bulletins using original correspondence and formats, independent judgement, and discretion.
- Participates in the preparation of the program budgets. Organizes and prioritizes budget and financial material during the development or proposal process. Monitors and maintains assigned budget, preparing and maintaining appropriate records. Assures allocations are within the budget. Submits necessary budget and financial documentation.
- Monitors the processing of payroll, accounts payable, and other accounting documents. Maintains accurate absence records and reports with respect to personnel.
- 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.
- Provides administrative support to faculty and students at remote sites.
- Establishes appropriate linkage to special populations or community groups served. Promotes program by representing department in advocacy groups, associations and other local, regional or national organizations.
- Monitors and coordinates staff registration of students at various instructional sites. Coordinates academic advising and other support services for students. Arranges for appropriate assessment services for students.
- Ensures faculty compliance with operational clerical requirements, including attendance reporting, submission of grades and rosters, as well as participation in course, program, and student assessment.

- Presides over staff meetings in the absence of Assistant Director.
- Performs research as assigned or required for external reporting. Computes and compiles information and statistical reports.
- Conducts planning to meet local and program needs. At the direction of the Assistant Director, prepares the schedule of classes. Manages the coordination of scheduling of local facilities.
- Conducts formal reviews of staff and faculty performance. Identifies and provides work training and guidance to staff and students.
- Maintains up-to-date knowledge of laws, regulations, policies, and procedures that guide or support the Division. Develops operational policies and procedures that enhance the operations of the Division.
- Determines appropriate student testing, administers testing, prepares testing for faculty and other staff to administer, tracks testing deadlines, processes, products, stays current on adult education tests.
- Coordinates and maintains computerized records on student progress in achieving goals.
- Coordinates and monitors the entering of student data into various software and databases. Follows best practices in tracking, matching and proactively managing student data for college, stakeholder, grant and partner purposes.
- Performs other duties as assigned that support the overall objective of the position.

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 light weight 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.

Education and Experience

The position requires a bachelor's degree from an accredited institution and the equivalent of at least one-year of full-time formal training, internship, or leadership experience in educational administration. Experience in higher education preferred.

Licenses & 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.