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| FEATHER RIVER  COMMUNITY COLLEGE DISTRICT  570 Golden Eagle Ave., Quincy CA 95971  (530) 283-0202, ext. 257  www.frc.edu |

**DIRECTOR OF ADULT EDUCATION**

**DEFINITION:**

Under general direction of the Chief Instructional Officer and in consultation with the CTE/EWD Director, the Program Director will manage, plan, and coordinate activities of the Adult Education Program to ensure that program goals, objectives, outcomes and deliverables are completed within the established timeline. Specifically, this will include coordinating the daily operations of the Adult Education program; planning and facilitating outreach activities with program partners, including Plumas Unified School District, postsecondary, and industry partners; preparing and maintaining program budgets; and performing related duties as assigned.

**CLASSIFICATION:**

* FLSA Non-exempt
* Classified – Management
* Date Modified: August 2015

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

* Leads the Adult Education Program (AB 86) Consortia planning team in the formulation, implementation and evaluation of program objectives and priorities.
* In collaboration with assigned partners, develops milestones and timelines; tracks and reports goals, outcomes, and deliverables to all program stakeholders.
* 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. Oversee meetings of the sub-groups designated for each project outlined in the work plan. Sub-groups will be responsible for all activities associated with completion of deliverables for their designated project. The Adult Education Director will help establish deadlines for completion of this work and will check on progress. Director will also act as the lead at consortium meetings to establish agenda items allowing each sub-group to share updates/progress.
* Monitors and reports progress towards program goals, objectives, outcomes, and deliverables.
* Manages planning budget in collaboration with consortia partners, appropriate college administrators, and college accounting staff.
* Establishes and maintains accurate, timely and complete recordkeeping processes and ensures proper fiscal reporting.
* Organizes and completes PR/media related to the 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.
* Coordinate any required trainings for consortia members and/or adult learners based on agreed upon projects. For example, this could include tech literacy trainings, career exploration workshops, etc.
* Attend weekly Adult Education webinars and will share relevant information with the consortium members.
* Keep an updated list of services and referrals, and provide this list to consortium members at each quarterly meeting (either electronically or hardcopy).
* Collects and analyzes a variety of complex data and information. Performs statistical analysis and summarizes findings in applicable reports and other communication mediums.
* Communicates an informed understanding of the objectives and outcomes of the program to college administrators, Consortia, and other program stakeholders.
* Participates in/on a variety of meetings, committees, task forces, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other pertinent information as appropriate; represents the District on Local, State, and National committees, advocacy groups, and/or other related groups; confers with a variety of governmental agencies and other organizations regarding program issues.
* Attends meetings required by funding source, which may require out-of-state travel.
* Maintains relationships with business, labor, industry, governmental agencies, and community organizations.
* Performs other duties as assigned.

Knowledge of:

* Implementation and administration of specially funded programs
* Computer-based technology for management of assigned program/project.
* The goals of shared governance.
* Principles and practices of administrative organization and management.
* Applicable federal, state, local, District and college laws, rules and regulations, and collective bargaining contract provisions.
* Complex business level English usage, spelling, grammar and punctuation; modern office tools such as computers and printers; typical modern office computer software programs; report and presentation writing.

Ability to:

* Manage and administer a specially funded program.
* Use organizational skills that enable performance of duties in a timely fashion with attention to detail.
* Communicate effectively orally and in writing.
* Manage financial resources effectively including determining how best to utilize resources and managing budgets and expenditures.
* Use personal computers utilizing typical office software applications, including the Internet.
* Work effectively with managers, faculty and staff in a participatory governance environment to accomplish the goals and objectives of the assigned program or project.

Other Requirements:

* Involves travel to committee meetings and conferences off campus

**MINIMUM QUALIFICATIONS:**

* Associates Degree and 4 years’ experience in program or project management, event coordination, public speaking, or meeting facilitation.
* Valid driver’s license.

**DESIRABLE QUALIFICATIONS:** A combination of education and experience equivalent to:

* Demonstrated sensitivity to and understanding of the diverse academic and socio-economic, cultural, disability and ethnic backgrounds of community college students and staff
* Community college experience is preferred
* Bachelor’s or graduate level degree.
* Two years’ experience in CTE/EWD programs

**PHYSICAL CHARACTERISTICS**: The physical abilities involved with or without reasonable accommodations in the performance of essential duties are:

* Manual dexterity to operate keyboards and manipulate papers.
* Speech and hearing to communicate effectively in individual and group settings.
* Vision to read text, forms and computer screens.

This work is performed primarily in indoor settings.