

**San Jose · Evergreen Community College District
Classified Management Job Description**

Position: Director, Adult & Noncredit Education

Department: CCCEM

Location: CCCEM

Date: August 28, 2019

POSITION PURPOSE

Under the direction of the Executive Director of Strategic Partnerships and Workforce Innovation or assigned administrator, the Director of Adult and Noncredit Education plans, develops, directs and supervises the district wide Adult and Noncredit Education programs in coordination with the South Bay Consortium for Adult Education (SBCAE). The position provides leadership for the SBCAE policy making and guidance for effective delivery of adult and non-credit education in the South Bay Region. The position ensures academic and student services are provided for these special student population district and region wide; and ensures the programs conform to the California Adult Education Plan (CAEP).

NATURE and SCOPE

The Director of Adult and Noncredit Education provides leadership and vision for the District's Adult and Noncredit Education in alignment with district mission, vision and values while fostering and creating an environment that meets the needs of students. This includes planning, implementing, and coordinating academic and student support programs in coronation with reginal and CAEP. The position serves in the Executive Committee of the SBCAE, guides the programs' long-term strategic planning and builds relationships with educational, occupational, and community-based organizations to provide education access to students in the region.

KEY DUTIES and RESPONSIBILITIES

1. Provide leadership for district and regional implementation of quality instruction, student success, integrated planning, and the expansion of services to support the adult and non-credit educational needs of diverse populations.
2. Provide leadership for the development and implementation of CAEP required Three-Year Regional Plans and Annual Plans including program review, SBCAE organizational structure, budget planning, program improvement, and community relations.
3. Develop and implement annual and long term plans to promote adult and noncredit education. Coordinate all marketing, public relations, and other activities that support reaching annual goals.
4. Lead, contribute and support policies, initiatives, and strategies to enhance student access and success.
5. Develop and review non-credit programs and recommend changes to maintain relevance CAEP programs to meet student and community needs.
6. Work with SBCAE principals, directors, campus administrators, faculty and staff for programs additions, modifications and deletions; set priorities for resource needs; and provide program analysis.
7. Oversee non-credit course and program articulations with SBCAE adult schools and colleges.
8. Provide leadership in the development and maintenance of relevant adult and non-credit curriculum and support structures appropriate for the district's and the region's adult and noncredit education missions.

9. Collaborate with instruction, student services and operations to provide integrated and quality services in the District and SBCAE.
10. Develop, manage and monitor adult and noncredit program budget in consistence with CAEP administration, SBCAE Governance Charter, and District policy and principals.
11. Develop or enhance community and business-related partnerships to determine needs for new courses and programs, create funding opportunities, and establish advisory committees as appropriate.
12. Recommend instructional and general policies, conduct meetings to facilitate planning and collegial decision-making, and keep staff informed about issues and projects for the overall instructional program.
13. Work with faculty and staff to assess students and continuously monitor their progress for success using appropriate data and research tools.
14. Identify and prioritize program needs, secure available funding, and strategically allocate and reallocate resources for adult and noncredit instruction.
15. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; orient, train, counsel, and discipline personnel according to established policies and procedures.
16. Participate in the development of college and district strategic plans, and education and facilities master plan.
17. Prepare, coordinate, and monitor budget, and administer external funding projects.
18. Maintain liaison with community organizations to keep programs current and consistent with community needs.
19. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. California Education Code, Title V, and federal and state regulations applicable to community colleges and specifically those applicable to adult and noncredit education.
2. Instructional delivery modalities.
3. Development and evaluation of curriculum and programs.
4. Course articulation/alignment with credit courses and adult education courses.
5. Budget preparation and control.
6. Funding and budget methods and regulations regarding the use of funds.
7. Principles and practices of administration, supervision, and training.
8. Interpersonal skills using tact, patience, and courtesy.
9. District organization, operations, policies, mission, and objectives.

Skills and Abilities to:

1. Plan, organize, and direct community college educational programs.
2. Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members.
3. Work effectively with students, faculty, and staff from multi-cultural backgrounds and promote access, success, and equity.
4. Present a positive image of the college in the community.
5. Recruit, train, supervise, and evaluate personnel.
6. Analyze situations accurately and adopt an effective course of action.
7. Plan and organize work to meet schedules and time lines.
8. Understand the needs of noncredit instruction and student support services in the context of the overall instructional programs for the district and SBCAE to offer effective services to students.
9. Develop grants or special project applications.

Education and Experience:

1. Bachelor's degree in a discipline related to the educational administration.
2. One year of formal training, internship or leadership experience reasonably related to the administrative assignment.
3. Experience in noncredit curriculum in adult education.
4. Record of involvement in basic skills instruction.
5. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Working Conditions:

1. Typical office environment.

Approved: 8/27/19

Salary Range: M-30

EEO-Category: 2B1 – Executive/Administrative/Managerial