

**DIRECTOR, NONCREDIT & ADULT EDUCATION PROGRAMS**

| **Reports to:**  | Dean of Behavioral Sciences, History and Adult Education |
| --- | --- |
| **Dept:** | Continuing Education | **Range:** | CM-14 |
| **FLSA:** | Exempt | **EEO:** | Executive/Administrative/Managerial |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under general direction, plan, develop, organize, manage, implement and provide direction for the programming, staffing, locations, and operations of noncredit and adult education programs, including activities related to the California Adult Education Program (CAEP), the Workforce Innovation and Opportunity Act (WIOA), and other noncredit and adult education special programs and initiatives. Provides leadership and support to ensure that programs goals, objectives, outcomes and deliverables are completed. Leverage internal and external resources to support and enhance instruction in collaboration with discipline faculty; promote innovations for student success and completion in the areas of noncredit and adult education; enhance the cohesiveness and team work of administrators, faculty, and staff working with noncredit and adult education programs. Functions as the primary contact for noncredit and adult education regarding data and accountability requirements of CAEP, WIOA, and other noncredit and adult education programs and grants. Trains, supervises and evaluates the performance of assigned staff.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Plan, organize, control, integrate, evaluate and direct the operations and activities of noncredit, adult education programs that support instruction and student success; develop and implement appropriate methods and procedures to optimize efficient and effective delivery of services to students; and review and evaluate work products, methods and procedures.
2. Ensure compliance with District policies and applicable state and federal regulations pertaining to noncredit and adult education. Maintain currency with new policies, procedures, and requirements through participation in and attendance of conferences, webinars, trainings, meetings, and networking opportunities.
3. Develop, implement and monitor work plans to achieve goals and objec­tives; direct and participate in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
4. Plan, organize, manage, integrate and evaluate the performance of noncredit and adult education programs personnel. Interview and select new staff; establish perform­ance requirements and personnel development targets; regularly monitor perform­ance and provide coaching for performance improvement and development, in accord­ance with district human resources policies and labor contract agreements.
5. Provide day-to-day leadership and work with staff to ensure a high-perform­ance, service-oriented work environment that supports achieving the department’s, district’s and noncredit adult education’s mission, objectives and values.
6. Prepare and administer annual budgets; prepare recommendations and justifications regarding budget requests; direct the forecast of additional funding for staffing, equipment, materials and supplies; implement budget adjustments; monitor expenditures according to District, State and Federal policies and applicable regulations.
7. Prepare and submit a variety of statistical and narrative reports; prepare budget reports, annual data and special reports, proposals, recommendations and other materials as requested. Direct, develop and sustain a compliance system for operations, budget monitoring and audit requirements.
8. Build and grow new and existing relationships within the community, with an emphasis on improving student employability within the corporate/industry/business environment through expanded offerings and responsiveness. Connect with service area partners on planning, implementing, communicating and meeting compliance requirements, for MiraCosta district, K-12 districts, state and federal strategies and actions.
9. Maintain clear and regular communication with student services on matters related to registration, assessment and orientation. Communicate with district administrators and support personnel, representatives of state and federal agencies, educational institutions, social service organizations, counselors and others to coordinate programs and activities.
10. Develop, implement and direct, outreach, marketing and social media strategies and activities for adult education; develop and produce promotional materials; organize district and community promotional and outreach activities. Work closely with the chairs of noncredit departments to support timely submission and communication/marketing of classes/courses in relevant academic and community-based learning needs which assist underserved students, at no cost, in reaching their personal, academic, and professional goals. Work with faculty and chairs on curriculum development as needed.
11. Deliver oral presentations to faculty, students, external organizations, and professional colleagues at various gatherings; conduct workshops to provide specialized information regarding noncredit and adult education and related topics; develop and direct the distribution of class schedules, brochures, flyers and other materials to publicize noncredit and adult education opportunities for students.
12. Manage a complex federal and state student’s data and records system. Develop, prepare and direct timelines for the implementation of students’ data collection, assessments and data reporting to ensure data reporting guidelines and deadlines are met. Direct the preparation and maintenance of student forms and the preparation of documentation for internal/external audits and consult with auditors as needed.
13. Bring focus to the use of Integrated Education and Training (IET) or other models of contextualized education to help adult learners become more employable, engage in their communities, and exercise the rights and responsibilities of citizenship.

### OTHER DUTIES:

1. Cultivate relationships with community, business and economic development organizations to champion and promote the college within its community.
2. Participate in legislative advocacy. Effectively support district efforts with local, state and federal government officials and the California Community Colleges Chan­cellor’s Office; participate in San Diego and Imperial Counties Associations/Groups and lead groups as needed.
3. Work with the Public Relations Office to promote information and develop marketing recommendations for increased exposure and access.
4. Participates in shared governance through service on planning and operations committees. Serve in task forces, meetings, and/or other related groups in order to receive and/or convey information.
5. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. District policy regarding assigned program(s).District organization, operations, policies and objectives, including human resources policies and labor contract provisions.
2. Advanced principles, practices, methods and techniques of program, administrative and org­anizational analysis, planning and management applicable to noncredit and adult education.
3. Applicable Federal, State, and local laws, codes, and regulations, including applicable sections of the California Education Code and Title 5 of the California Code of Regulations.
4. Legislative processes at the local, state and national levels.
5. Principles and techniques of preparing, producing and disseminating information.
6. Research methods and analysis techniques.
7. Principles and practices of effective management and supervision.
8. Safety policies and safe work practices.

ABILITY TO:

1. Plan, organize, manage, assign, delegate, review and evaluate the work of staff engaged in financial aid and scholarship work processes.
2. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
3. Assess the needs and trends of the community and recommend appropriate and responsive programs.
4. Collaborate and consult with others to achieve common goals including student recruitment and retention.
5. Collect, compile and analyze data.
6. Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.
7. Interpret, apply and explain complex and technical state and federal laws and regulations related to assigned program.
8. Maintain current knowledge of relevant educational and legislative changes related to the position.
9. Maintain the security of confidential materials.
10. Make effective decisions under demanding timelines.
11. Operate computer and applications software, including database management, spreadsheet, word processing and software related to area of assignment.
12. Communicate effectively, both orally and in writing.
13. Operate a computer and standard business software.
14. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
15. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.

### EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a bachelor’s degree in business administration or a related field, and five years of increasingly responsible experience involving two or more functional areas in noncredit and adult education programs.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Program Specialist, Noncredit & Adult Education, Noncredit & Adult Education Support Assistants, Career Services Specialist, Noncredit & Adult Education Secretary, Instructional Aides, Campus Aides and Student Workers.

**CONTACTS:**

Consortium board and committee members, district administrators, faculty, staff, students, school districts, other college and community organizations, government officials, vendors, contractors and the public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment; subject to frequent public contact and interruption; inter­mittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or weekends on an as-needed basis. Occa­sional local travel may be requested.