



EXECUTIVE DIRECTOR, CONTINUING EDUCATION

Reports to:	Dean, Continuing and Community Education		
Dept:	Continuing Education	Range:	TBD
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, but not limited to, activities related to the California Adult Education Program (CAEP), the Workforce Innovation and Opportunity Act (WIOA), instructional and student supports for the Community Learning Center (CLC) campus, and other continuing education programs and initiatives. 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 teamwork of administrators, faculty, and staff working with noncredit and adult education programs. Coordinates with the Executive Director of Community Education and Workforce Development to design collaborative instructional and funding opportunities. Provides leadership and support to ensure that program goals, objectives, outcomes and deliverables are completed, including data and accountability requirements of CAEP, WIOA, and other continuing education programs and grants.

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.

Supervisory Responsibilities

1. Recruits, interviews, recommend hires, and trains staff.
2. Oversees scheduling, assignments, and the daily workflow of the department.
3. Provides constructive and timely performance evaluations.

Duties/Responsibilities

4. Exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

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5. Plan, organize, implement, evaluate, and direct the operations and activities of continuing education programs to support instruction and efficient delivery of services to students. Communicate with student and instructional services on matters related to registration, assessment, and orientation, including process improvements. Partner with staff, faculty, administrators, representatives of state and federal agencies, educational institutions, social service organizations, and others to coordinate noncredit programs and activities.
 6. In collaboration with Community Education and Workforce Development and Career Education, coordinate, build, and expand upon partnerships with local business and industry. Identify academic pathways to integrate noncredit, not-for-credit, and credit instruction and cultivate learning experiences through both continuing education and community education.
 7. Plan, direct, develop, implement, and organize the promotional materials, marketing and social media strategies, and outreach activities for adult education courses and programs. Conduct workshops and presentations to students, staff, faculty, community partners to provide specialized information regarding continuing education and related topics.
 8. Prepare, submit, and administer the annual and three-year plans and applications for the California Adult Education Program (CAEP) and Workforce Innovation and Opportunity Act (WIOA) in collaboration with consortium membership. Responsible for ongoing budget management, including approval of required and permissive expenditures. Review and approve individual plans developed by noncredit academic departments, manage related initiatives, and submit annual and quarterly reports. Maintain collegial partnership with the San Diego and Imperial Community Colleges Regional Consortium, Adult Education and Noncredit Regional Workgroup.
 9. Serve as the director for the Coastal North County Adult Education Consortium, providing coordination of regular board meetings, regional networking events, data reporting, and instructional site management to meet the needs of local adult learners and nonprofit organizations. Facilitate leadership and coordination efforts as part of the CAEP San Diego Super Region. Represent the consortium at regular webinars and statewide events.
 10. Coordinate the work of adult education programs with local K-12 school districts for site usage, credit recovery through our Adult High School program, and accommodation of adults with disabilities in noncredit courses and programs. Facilitate regular communication between stakeholders at each district within the consortium, including planning, implementing, communicating, and meeting compliance requirements for the college, local K-12 districts, and state and federal agencies.
 11. Manage a complex federal and state student data and records system. Coordinate weekly data migration between the district's student information system and the required federal data tracking system. Develop, prepare and direct timelines for the implementation of student data collection, assessments and data reporting to ensure 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.
 12. Support the writing, implementation, reporting, and overall management of grant initiatives that are pursued through the district's grants approval process. Coordinate new grants opportunities with Community Education and Workforce Development and Career Education programs.
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13. Assist with coordinating the Adult High School accreditation self-evaluation efforts, as well as regular Federal Program Monitoring (FPM) comprehensive evaluation visits. Serve as the FPM coordinator for MiraCosta College. Provide leadership in the organizing of materials, evidence, development of supporting documentation, and facilitation of the visit of the accreditation and FPM teams.
14. Support the development and expansion of Integrated Education and Training (IET) and other models of contextualized education to help adult learners become more employable, engage in their communities, and exercise the rights and responsibilities of citizenship.
15. Update and maintain department policies and procedures to ensure compliance with Title 5, Title IX and education code for responsible areas.

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 Information 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, SKILLS & ABILITIES:

- Knowledge of district organization, operations, policies and objectives, including human resources policies and labor contract provisions regarding assigned program(s).
- Advanced principles, practices, methods and techniques of program, administrative and organizational analysis, planning and management applicable to noncredit and adult education.
- 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.
- Legislative processes at the local, state and national levels.
- Principles and techniques of preparing, producing and disseminating information.
- Research methods and analysis techniques.
- Principles and practices of effective management and supervision.
- Safety policies and safe work practices.
- Plan, organize, manage, assign, delegate, review and evaluate the work of staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.

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- Assess the needs and trends of the community and recommend appropriate and responsive programs.
 - Collaborate and consult with others to achieve common goals including student recruitment and retention.
 - Collect, compile, and analyze data.
 - Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.
 - Interpret, apply, and explain complex and technical state and federal laws and regulations related to assigned program.
 - Maintain current knowledge of relevant educational and legislative changes related to the position.
 - Maintain the security of confidential materials.
 - Make effective decisions under demanding timelines.
 - Operate computer and applications software, including database management, spreadsheet, word processing and software related to area of assignment.
 - Communicate effectively, both orally and in writing.
 - Operate a computer and standard business software.
 - Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
 - 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 six years of progressively responsible experience involving two or more functional areas in noncredit and adult education programs; or an equivalent combination of training and experience.

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:

Assigned classified staff, students and temporary workers, vendors/contractors, and other staff as assigned.

CONTACTS

Students, staff, faculty, administrators, K-12 school districts, consortium board and committee members, 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.