Position Title: Director of Adult Education

Department: Extended Learning
Employment Category: Administrative Staff

Primary Location: Sierra Vista Campus
District-wide

FLSA Classification: Exempt

Parameters: Full-time; 12 months/year
Pay Grade: AS16

Position Summary: The Director Center Adult Education is responsible for providing leadership and facilitation for a multi-site adult education program that includes English Language Acquisition and High School Equivalency preparation classes and promoting student success throughout the communities served by the college.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

- Directs the operation of an integrated, multi-site instructional program; coordinates various classes within the program for designated areas within the county; coordinates with external agencies and/or organizations on pertaining to the program including special programs, projects and workshops; resolves complex issues and makes decisions which have wider scope and/or greater impact.

- Develops, implements and maintains program budgets; creates, prepares and submits grant applications/paperwork; monitors and  maintains locally funded projects ensuring compliance with federal, state and local guidelines; ensures program activities align with grant/contract requirements; facilitates collection of and analyzes data; prepares special and recurring reports; supervises and regularly evaluates staff, faculty, class and program effectiveness.

- Develops and modifies curriculum to meet the needs of students; coordinates computer labs and equipment and software updates; supervises preparation and submission of all purchase requisitions, personnel requisitions and other personnel and financial transactions; in conjunction with college administrators, approves purchase requisitions and recommends hiring of program personnel, program activities, grant development and submission.

- Represents the program at meetings, conferences and seminars; serves on various committees and as a member of professional associations; interacts with college administrators, faculty, staff and external constituencies; communicates with teachers and students obtaining feedback; makes on-site visits; observes classroom instruction; participates in student and program registration; teaches classes as needed.

- Performs related duties as assigned.

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Revised 11/16
VPHR Approved 11/16
JOB DESCRIPTION

Education and Experience Requirements:
Master's degree in a related field from a regionally accredited institution of higher learning recognized by the US Department of Education
Five years’ experience teaching, grant writing, budgeting and administration
Valid Arizona teaching certification
Experience in higher education preferred

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:
Knowledge of college operational practices, policies and procedures, and the ability to follow them
Knowledge of the proper operation of and the ability to use personal computers and job related software, including Microsoft Office Suite and other job specific software
Knowledge of adult education principles, practices, techniques and theory
Knowledge of adult education program development and implementation
Knowledge of budget preparation, monitoring and administration
Knowledge of management practices and principles
Knowledge of community resources, referrals and services
Skill writing grant and/or funding requests
Skill in preparing complex research projects and reports
Skill in listening to issues, synthesizing information, and reaching sound conclusions
Skill in presenting ideas and concepts orally and in writing
Skill establishing and maintaining effective working relationships with other department staff, faculty, students and the public
Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail; work independently in meeting various time deadlines
Ability to communicate effectively, verbally and in writing, relate in a professional, helpful manner in person and over the phone; relate to a diverse population and to maintain composure when faced with difficult situations
Ability to work independently, prioritize, and manage multiple projects with attention to detail
Ability to establish strong relationships and work as part of a team

Work Environment: Work is primarily performed under limited supervision in an office setting with appropriate climate controls. Travel, early morning, evening, and weekend work required frequently.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

Reports to: Dean of Extended Learning

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.