

JOB DESCRIPTION



Position Title: Director of Adult Education

Division: Workforce Development

Employment Category: Exempt Staff

Primary Location: District-wide
Based on the Sierra Vista Campus

FLSA Classification: Exempt
Remote Work Eligible: No

Parameters: Full-time; 12 months/year

Pay Grade: EX13

Position Summary: The Director of Adult Education is responsible for providing leadership and facilitation for a multi-site adult education program that includes English for Speakers of Other Languages (ESOL) and High School Equivalency (HSE) preparation classes and other initiatives for 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; identifies, develops and modifies curriculum to meet the needs of students; coordinates various classes within the program for designated areas within the county; coordinates with external agencies and/or organizations pertaining to the program including special programs, projects and workshops; recommends program activities; ensures computer labs are fully equipped and updated; participates in student and program registration; resolves complex issues and makes decisions; teaches classes as needed

Develops, implements and maintains program budgets; supervises preparation and submission of all purchase requisitions; approves purchase requisitions and financial transactions; recommends grant submissions, develops, 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

Recommends hiring of program personnel and oversees the preparation and submission of staffing requisitions and other personnel action forms; supervises and regularly evaluates staff, instructors, class and program effectiveness; communicates with instructors and students obtaining feedback; makes on-site visits; observes classroom instruction

Oversees program marketing efforts and activities related to student recruitment; provides analysis and recommendations for continuous program improvement; 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;

Performs other 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.

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Education and Experience Requirements:

Master's degree in a related field from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education
Five years' full-time, professional experience in the areas of management, supervision; program management federal and state grant management, budgeting and administration
Valid Arizona teaching certification or ability to obtain
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, theory, program development, and implementation
Knowledge of budget preparation, monitoring, administration, funding and/or grant writing
Knowledge of management practices and principles
Knowledge of community resources, referrals and services
Skill establishing and maintaining effective working relationships with other department staff, faculty, students, the public and working as part of a team
Skill in managing conflict, listening to issues, synthesizing information, reaching sound conclusions and maintaining composure when faced with difficult situations
Skill in preparing complex research projects and reports; presenting ideas and concepts orally and in writing in a professional helpful manner relating to a diverse population
Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail
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 Military Programs and Adult Education

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.