



Position: Director of Academic Affairs, Salinas Valley Adult Education Consortium	Position Number:
Department/Site: Academic Affairs	FLSA: Exempt - Administrative (Educational Administrator)
Reports to: Dean of Academic Affairs or assigned administrator	Salary Range: IX

DEFINITION

Under general direction, plans, organizes, and provides oversight for all functions, activities, programs, and services associated with the Salinas Valley Adult Education Consortium (Consortium), which was formed and operates in accordance with the Adult Education Block Grant, AB104, and related mandates and regulations; facilitates, develops, implements, and evaluates programs, services, and activities as decided by the Consortium; serves as primary contact person and representative to the state office overseeing AB104; manages the effective use of District and program resources to improve organizational productivity and customer service; provides highly responsible and complex professional assistance to the Dean of Academic Affairs in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Dean of Academic Affairs. Exercises general direction and supervision over administrative support staff.

CLASS CHARACTERISTICS

This is a management classification that plans, oversees, and participates in the functions, operations, projects, and activities of the Consortium, including short- and long-term planning and development and administration of program policies, procedures, and services. The incumbent provides assistance to the Dean of Academic Affairs in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires an extensive professional background as well as skill in coordinating program work with that of other District divisions and outside agencies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. This classification is distinguished from the Dean of Academic Affairs in that the latter has significant authority over and oversight of a broad cluster of academic fields or whole academic units with responsibility for accomplishing planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Administrators can be assigned to work at any district location or learning site and in some cases can be assigned to multiple locations and learning sites.

- Assumes management responsibility for Consortium functions, services, and activities, including administrative and fiscal operations; coordinates and facilitates the work of the Consortium through regular, lawful meetings, open and clear communications, and the provision of appropriate workgroup and professional development opportunities.
- Coordinates and facilitates the implementation of goals, objectives, policies, and priorities for the Consortium; recommends, within program policy, appropriate service levels and resources; recommends and administers policies and procedures.
- Facilitates, develops, and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of the programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Dean of Academic Affairs.

- Selects, trains, motivates, and directs program personnel; evaluates and reviews work for acceptability and conformance with program standards, including project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Manages and participates in the development, administration, and oversight of the Consortium's annual budget; monitors expenditures to ensure compliance with approved budgets, plans, and established laws and regulations; works with the fiscal agent and members to monitor funds and submit annual budget and quarterly expenditure reports.
- Establishes and maintains relationships with school district officials, community leaders, various organizations, and public agencies to encourage participation, stimulate interest, and coordinate campus projects with assigned programs and activities; facilitates and leads regular and frequent communication among all Consortium members relating to Consortium activities, and provides timely updates on Consortium and related regional and statewide activities, legislation, and resources related to adult education.
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- Ensures Consortium members collect and submit accurate and timely data for accountability and assessment purposes, including expenditure data, performance data, student progress and participation data, and information pertaining to planning and assessment.
- Facilitates collaboration among members in the areas of curriculum and assessment alignment, new program and curriculum development, student support services, and other approaches to accelerating student progress and creating clear pathways and seamless transitions for students through the education pipeline.
- Maintains Consortium compliance with state regulations and laws; provides accurate reporting of program data such as expenditures, annual plan, governance plan, assessment plan, and performance reports to state regulatory agencies.
- Advises and provides resources and information to Consortium members related to adult education program models, best practices, curriculum, assessment, professional development, and related matters that enhance the work of the Consortium; prepares and delivers presentations on issues pertaining to the Consortium.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of adult education and workforce development as it relates to the area of assignment.
- Directs and facilitates the preparation and maintenance of a variety of records and program files.
- Monitors changes in laws, regulations, and technology that may affect District or Consortium operations; implements procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Dean of Academic Affairs.
- Responds to difficult and sensitive student and faculty inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- Principles and practices of enrollment management.
- Principles and practices of fiscal management, strategic, and facilities planning.
- Pertinent federal and state laws and regulatory provisions.
- College accreditation procedures, practices, and standards.
- The development, implementation, and assessment of student learning and/or service area outcomes.

- Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.
- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Technical, legal, financial, and public relations issues associated with the management of District categorical functions and programs.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Principles and practices of adult basic education programs that are required to fulfill the objectives of the Consortium, including job training, CalWORKS, and other programs.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, socio-economic, and ethnic groups.

Ability to:

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
- Deliver formal and influential presentations.
- Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.
- Develop, implement, and evaluate programs and services.
- Utilize data and assessment outcomes to make improvements for programs and services.
- Inspire and motivate others toward goal achievement.
- Counsel, direct, and facilitate professional development of employees.
- Develop and monitor budgets and effectively utilize resources.
- Effectively manage priorities in large, complex, and diverse operational units.
- Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Recruit, select, supervise, and evaluate employees.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Conduct effective negotiations and effectively represent the District and Consortium in meetings with governmental agencies and various educational, business, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Understand scope of authority in making independent decisions.

Education and Experience:

- A master's degree from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and
- Two (2) years of formal training, internship, or leadership experience in education

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing area policies and procedures.