



<b>Position:</b> Director of Academic Affairs, Continuing Education	<b>Position Number:</b>
<b>Department/Site:</b> Academic Affairs	<b>FLSA:</b> Exempt -Administrative (Educational Administrator)
<b>Reports to:</b> Dean of Academic Affairs or assigned administrator	<b>Salary Range:</b> XI

## **DEFINITION**

Under general direction, plans, organizes, manages, and provides direction and oversight for all functions and activities related to workforce and career development for adult learners, and select instructional programs and support services that meet the educational and training needs of adult learners to help them transition successfully to post-secondary education and the workforce; coordinates assigned activities with other District programs, faculty, and administrators to establish adult education and workforce development processes reflective of District goals; 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 oversees, directs, and participates in all activities of workforce and career development for adult learners, including short- and long-term planning and development and administration of program policies, procedures, and services. This class 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 all education and workforce and career development courses, programs, services, and activities for adult learners including, but not limited to, programs such as inmate education, noncredit, not-for-credit, and contract education.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the program; establishes, within District policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the program's budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and directs program personnel; evaluates and reviews work for acceptability and conformance with program standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.

- 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.
- Establishes and maintains relationships with school district officials, community leaders, government agencies such as state prisons and jails, various organizations, and public agencies to encourage participation, stimulate interest, and coordinate campus projects with assigned programs and activities; coordinates with faculty and instructional areas regarding development and implementation of student course placement instruments and processes; coordinates assigned activities with other District programs, faculty, and administrators to establish adult education processes reflective of District goals.
- Interprets and ensures compliance with Title 5 regulations and requirements related to inmate education, contract education, noncredit, and not-for-credit programs.
- Directs all operations of adult education and workforce development by developing, coordinating, promoting, implementing, and assessing programming for non-traditional adult students, including courses, workshops, support services, and bridge programs that include basic skills instruction, college preparation, technical training, and career development.
- Working with faculty, ensures planning and development of curriculum and Student Learning Outcomes (SLO).
- Advises, provides guidance, and prepares and delivers presentations on issues pertaining to adult education and workforce development.
- Conducts a variety of analytical and operational studies regarding programmatic activities; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
- Attends and participates in professional group meetings and various District committees and advisory groups; stays abreast of new trends and innovations in the field of adult education, workforce development, and other services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official files.
- Monitors changes in laws, regulations, and technology that may affect District or program operations; implements policy and 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 public 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.
- Principles, theories, practices, procedures, and techniques of adult student learning, curriculum, and learner progress.
- Principles, practices, theories, and methods of research design, evaluation, data collection and statistical analysis, interpretation, and reporting of a variety of data and information.
- 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.
- Modern office practices, methods, and computer equipment and applications.
- 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.
- Select, supervise, and evaluate employees.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Effectively administer a variety of adult education and workforce development programs, projects, and administrative activities.
- Effectively represent the District in meetings with 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.
- 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 reasonably related to the assignment.

### **PHYSICAL DEMANDS**

Must possess mobility to work in classroom setting, use standard classroom equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be 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 occasionally bend, stoop, kneel, reach, 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.

### **ENVIRONMENTAL ELEMENTS**

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