

PERALTA COMMUNITY COLLEGE DISTRICT

CLASSIFIED MANAGEMENT JOB DESCRIPTION

Consortium Director, Northern Alameda Consortium for Adult Education (NACAE) Grant Funded Position (Management Salary Range 3)

CLASS PURPOSE

Under the direction of the Director of Economic and Workforce Development the Director of Adult Education Consortium JPA will act on behalf of the Peralta Community College District to partner with the Northern Alameda Consortium for Adult Education (NACAE) to research, review and recommend changes to improve and enhance services for adult learners with basic skills. The three main areas of focus include:

1. Provide near-term scale-up in services in seven identified programs, thereby achieving a 20% increase in the number of students served as a result of increased funding and expansion of programs;
2. Align and articulate existing curriculum among the member districts and community colleges, creating new “non-credit to credit” course sequences;
3. Create a joint system of operations. NACAE members recognize the importance of centralizing a number of processes and procedures (such as aligning assessments, facilitating student placement and education planning, establishing data-sharing MOU’s, developing mutual facilities plans and educational centers, aligning minimum qualifications and hiring plans, and exploring legal options for embedding non-credit instruction in credit CTE classes) under a common infrastructure. Performs other related duties as assigned.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

The Consortium Director will work collaboratively with the Northern Alameda Consortium for Adult Education (NACAE) to:

- Review, develop and track consortium goals and work plans and acts as operational manager, including preparation of an annual budget and cost allocation plan based upon recommendations made by the Working Group.
- Manage the implementation of the Adult Education Consortium JPA work Plan including its strategic initiatives, project milestones, deliverables and priorities.
- Establish project evaluation standards and record keeping mechanisms to collect, aggregate, and interpret qualitative, quantitative, formative, and summative data.
- Apply principles of Education Code and grant requirements to the Adult Education Consortium JPA processes and procedures. Make recommendations for improved Grant development, control, analysis, and allocation of resources. Provide leadership and assistance in the preparation and expenditures of the Consortium and its programs.

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- Prepare and disseminate current and accurate Adult Education Consortium JPA program information through various means, including websites, outreach, public relations, and reporting.
- Represents the District at state and national meetings and conferences dealing with Adult Education Consortium JPA issues.
- Research, develop and present reports and information regarding issues affecting the management of the Consortium;
- Recommend selection of consultants and contractors, monitoring contracts and agreements, and serving as a liaison with interested groups and representing the JPA in meetings;
- Responsible for a wide variety of complex administrative operations;
- Coordinate with the Consortium's fiscal agent in conducting the financial operations of the JPA;
- Exercise leadership in the oversight, development, and long-term planning of Consortium's activities, programs and services for adult learners with basic skills
- Represent the District in a variety of meetings, committees, task forces, etc. to communicate information regarding services, programs, and areas of opportunity as appropriate;
- Confer with governmental agencies and other organizations regarding program issues.
- Other Duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor degree from an accredited college or university in education, business or related field; plus five (3) years increasingly responsible experience in educational program development and/or project management for K-12 students and or community college student population, curriculum development, educational administration, teaching and/or counseling experience with local school districts is a plus.
- Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
- Experience with collection, management, and coordination of data
- Applicant must have demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

Knowledge of:

- Knowledge of the principles, practices and methods used in education grant planning and the ability to provide support and staff leadership to a Cabinet of appointed officials and to comply with the legal requirements of a public entity (including the Brown Act and Public Records Act)

Ability to:

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- The ability to serve as leader of a highly visible organization with a complex educational mission
- The ability to build strong relationships with other public agencies and community-based organizations, and to engage the general public
- The ability to communicate and coordinate effectively, and experience preparing and writing effective reports, facilitating stakeholder groups and making presentations
- Strong administrative skills, including budgeting and team-oriented management

DESIRABLE QUALIFICATIONS

- Proficient in computer software and computer applications
- Prior experience serving traditionally underserved student populations strongly preferred
- Experience with collection, management, and coordination of data is required
- Prior experience serving traditionally underserved student populations strongly preferred
- Experience working with adults in career development strongly preferred

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Developed: June 2, 2016

Revised: N/A