

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

**ADULT EDUCATION PROJECT MANAGER**

**RANGE 14**

**CLASSIFIED MANAGEMENT CLASS SPECIFICATION**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under administrative direction, assume management responsibility to lead, coordinate and facilitate the implementation of the Adult Education Block Grant (AEBG) and the Mid-Alameda County Consortium activities for the College; develop, plan and manage the AEBG program, including budget management, coordination with other campus divisions and services, and coordination with the Mid-Alameda County Consortium; ensure that program goals, objectives, outcomes and deliverables are completed within the established timeline; implement policies and guidelines; provide for reporting and accountability; exercise leadership in carrying out the College's AEBG plan in close collaboration with academic departments, student services and community organizations; and perform related duties as assigned.

This position is categorically funded. Continuation of this position is contingent upon available funding on a year to year basis.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Participate in Adult Education Program Consortia planning in the formulation, implementation and evaluation of program objectives and priorities.
2. In collaboration with assigned partners, develop milestones and timelines; track and report goals, outcomes, and deliverables to all program stakeholders.
3. Work with faculty and staff to develop programs, services and to support innovative curricula that assist students to succeed in transitioning to the College into English as a Second Language, Basic Skills, Career and Technical Education (CTE) pathways.
4. Maintain an understanding and working knowledge of current ideas, research and practices related to AEBG, in particular ESL, Basic Skills and CTE.
5. Demonstrate a high value for student learning in setting priorities and implementing institutional goals.
6. Plan, develop, coordinate, and evaluate student support services to meet student, program, community, and enrollment needs; liaison with the College service area adult education site personnel.
7. Establish appropriate linkages to special populations or community groups served; promote project/program through participation in advocacy groups, associations or other local, regional or national organizations.

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8. Provide regular reports to management and state agencies as requested; assure that the program is in compliance with State guidelines.
9. Promote an inclusive learning environment that guarantees equal access to educational opportunities for students with physical, learning and psychological disabilities.
10. Prepare written and oral reports in evaluation of student outcomes, support services, and strategic objectives.
11. Perform related duties as required.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Principles and practices of program planning and implementation.
2. Pertinent Federal, State, local, District and College laws, rules and regulations, and applicable collective bargaining contract provisions.
3. Principles and techniques used in developing grant proposals and draft agreements for sponsorships, partnerships and collaborative initiatives.
4. Compliance issues related to grant or other specially funded programs including reporting requirements.
5. Principles of report preparation and guidelines used in preparing College, District, State, and Federal reports.
6. Advanced business level English usage, vocabulary, spelling, grammar and punctuation.
7. Office procedures, methods and equipment including computers, peripheral equipment, and applicable software applications.
8. Interpersonal skills using tact, patience and courtesy.
9. Basic principles of budget development and administration.

**Ability to:**

1. Manage and administer a specially funded program.
2. Use organizational skills that enable performance of duties in a timely fashion with attention to detail.
3. Manage financial resources effectively including determining how best to utilize resources and managing budgets and expenditures.
4. Prepare a variety of clear and concise administrative and financial reports and records.
5. Operate modern office equipment including computers, peripherals, and supporting software applications; enter data at a speed necessary for successful job performance.
6. Adapt to changing technologies and learn functionality of new equipment and systems.
7. Conduct research using various sources.
8. Work effectively with managers, faculty and staff in a participatory governance environment to accomplish the goals and objectives of the assigned program or project.
9. Work effectively with various community entities to ensure AEBG regional collaboration meets integrated pathway goals for the region while meeting integrated planning goals for the college.

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10. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
11. Communicate clearly and concisely, both orally and in writing.
12. Travel to committee meetings and conferences off campus.

**Minimum Education & Experience**

**Education/Training:**

A Bachelor's degree from an accredited college or university

**Experience:**

Three (3) years of increasingly responsible employment in instructional, administrative and/or programmatic experience in an educational, or related, setting.

**Desirable Qualification:**

1. Master's or graduate level degree.
2. Administrative experience in adult education or and/or teaching adult education classes.
3. Community college work experience.
4. Expertise in building educational programs, creating both program capacity and program sustainability.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting. Some evening, weekend, and travel maybe required.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**NOTE:** This administrative class specification is not necessarily all-inclusive in terms of duties and responsibilities.

**APPOINTMENT**

The Manager shall be selected by the Governing Board upon the nomination of the College President and the District Chancellor.

Adopted by Board of Trustees on February 21, 2017

Effective: February 22, 2017

Job Family: Classified Administrative