

**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE - COMPTON COLLEGE**



DIRECTOR OF ADULT EDUCATION AND WORKFORCE DEVELOPMENT

**FLSA: EXEMPT
M3**

POSITION DESCRIPTION:

Under the direction of the assigned administrator, the Director of Adult Education and Workforce Development will direct and provide leadership for workforce and career development and adult education. The Director will coordinate with select instructional programs and support services at El Camino College Compton Center that meet the educational and training needs of students and adult learners and help them transition successfully to postsecondary education and the workforce.

ESSENTIAL DUTIES/FUNCTIONS:

- Direct and facilitate the development, implementation, and evaluation of programming for non-traditional adult students, including courses, workshops, support services and bridge programs that offer basic skills instruction, college preparation, technical training, and career development.
- Help provide vision and leadership for the development and operation of the Strong Workforce Program and a robust Adult Education Program at El Camino College Compton Center.
- Develop and maintain viable career pathways for adult students that lead to high-wage, high-employment jobs.
- Assist adult students successfully transition to El Camino College Compton Center from adult schools or other community programs by developing bridge programming that provides supplemental basic skills and soft skills instruction, college and career advising, and other support services.
- Ensure that adequate student support services are available for and accessed by adult students. Develop policies, procedures, and infrastructure for adult education and workforce development offerings that align with existing College policies and procedures and grant requirements.
- Prepare, manage, and report project budgets and expenditures as assigned and maintain accurate records and audit trails.
- Coordinate and lead El Camino College Center Strong Workforce and Adult Education Workgroup meetings and facilitate the group's planning, implementation, assessment, and reporting activities.
- Collaborate with internal College partners, such as the Business Office, Admissions & Records, Academic Affairs, Student Services, and the Student Success, Student Equity, and Curriculum Committees; work closely with the College Pathways Coordinators, Basic Skills, ESL, CTE faculty, and Tri City Adult Education Consortium staff.

- Collaborate with external partners, including adult schools, County Office of Education, community agencies, non-profit organizations, employers, industry associations, and others, including the Tri City Adult Education Consortium.
- Provide logistical support for El Camino College Compton Center adult education and Strong Workforce Program development programs, courses, and events, such as scheduling, securing facilities, purchasing materials/supplies and equipment, maintaining and updating the webpage, maintaining records, etc.
- Create and process special project agreements and other contracts and agreements with faculty, partners, and vendors according to District policies and procedures.
- Help plan and coordinate professional development opportunities for faculty, staff, and Administrators regarding adult education and strong workforce development.
- Market and recruit students for adult education programming.
- Monitor registration for adult education programming.
- Track, collect, and monitor student data and outcomes, including student enrollment, progress, and completion.
- Provide data and qualitative content for college and grant-related plans and reports, particularly for Adult Education Block Grant (AEBG)-funded activities.
- Research and analyze regional adult education needs, industry needs, labor market information, and economic and workforce development trends.
- Supervise and evaluate the performance of assigned staff.
- Develop knowledge of best practices and successful program models in adult education, workforce development, and career technical education pedagogy, as well as curriculum and program development methods.
- Represent the District's adult education and workforce development initiatives at select committee/council/board meetings, conferences, and other events (internal and external); give presentations and produce reports for various stakeholders.
- Perform a variety of office work in support of assigned projects, research, and programs; maintain programmatic and financial records; operate and maintain a variety of office equipment; drive a vehicle to conduct work.
- Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Current adult education and workforce development trends, initiatives, resources, strategies, models, and best practices
- Student assessment and placement practices, methods, and tools in adult education, higher education, and workforce development contexts
- Community college curricula and curriculum development processes
- Principles, practices, and methods of management and program evaluation
- Enrollment management principles and practices.
- State Education code sections and regulations, federal laws and regulations, and district policies related to the assignment.
- Development, implementation, and assessment of student learning outcomes.
- Effective outreach, recruitment, public relations, and marketing methods.
- Various types of instruction at the community college level: for-credit, non-credit, not-for-credit, community education, contract education, and academic support services.

ABILITY TO:

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the District.
- Design, develop, promote, implement, and evaluate programs and services effectively collaborate with faculty and staff to identify student needs, develop plans to address those needs, and develop relevant content/curriculum and content delivery methods
- Assess programs and services for reporting and improvement purposes
- Conduct research, collect and analyze data, and prepare comprehensive and relevant reports, including narrative and statistical reports
- Develop and maintain budgets, monitor expenditures and utilize resources effectively, and produce accurate fiscal reports
- Be an effective leader and collaborator with excellent interpersonal skills and the ability to inspire, motivate, and work with others toward achievement of common goals
- Create and deliver informative and influential presentations analyze situations accurately and adopt effective courses of action.
- Interpret and apply rules, regulations, policies, and procedures
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with internal and external partners
- Maintain confidentiality of privileged or sensitive information
- Plan, organize, and complete assignments with little supervision
- Effectively supervise personnel and create a positive and productive work environment
- Use common office technology tools and software, online survey applications, audio/video equipment
- 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.

EDUCATION AND EXPERIENCE:

Master's degree in a discipline related to area of assignment and One year of formal training and leadership experience reasonably related to this position, preferably in the administration/coordination of adult education, workforce development, or CTE/occupational education programs.

DESIRABLE:

The successful candidate should have particular experience in or aptitude for one or more of the following: creating adult career pathways; experiential learning or internship program coordination; teaching experience, preferably in adult education, higher education, high school equivalency, or basic skills courses; workforce or career development programming or job placement services; curriculum development; higher education administration; project management.

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

- Travel within and outside of the District in performing responsibilities and functions.
- Work under tight deadlines.
- Hear and speak to exchange information.
- Use hand, wrist and finger dexterity to operate a variety of office equipment.
- Lift up to 25 pounds.