

**EXECUTIVE DIRECTOR, ADULT EDUCATION BLOCK GRANT**

**CLASS SUMMARY**

Reports to the Vice President of Continuing Education, Santiago Canyon College, and is responsible for the direction of the regional Rancho Santiago Adult Education Consortium (RSAEC) with the collaborative leadership of its members, including, but not limited to, RSCCD, Garden Grove, Orange and Santa Ana Unified School Districts, Orange County Department of Education and the Orange County Sheriff's Department in overseeing the Adult Education Block Grant (AEBG).

**REPRESENTATIVE DUTIES**

The AEBG administrator serves as an active member of statewide, regional or local committees representing RSAEC members, AEBG and Santiago Canyon College as appropriate:

Manages the RSAEC regional consortium including organizing consortium-wide meetings, developing and managing budgets, meeting reporting requirements, representing RSAEC at statewide meetings, compiling member data into a single report, and other operating duties.

Prepares all RSAEC AEBG related state-deliverables, including, but not limited to: MIS reporting of the annual budgets and quarterly expenditure reports; the Consortium Fiscal Administration Declaration (CFAD); the triennial Comprehensive Plan; and the AEBG Annual Plans.

Works with RSAEC members' administration, faculty and staff to promote, implement, and administrate the AB104 objectives as listed in the Adult Education Block Grant.

Facilitates the implementation of the AEBG Comprehensive Plan to integrate and align regional instructional programs and student support services, establish accelerated learning instructional programs, develop pathways for adult learners into postsecondary certificate and degree programs as well as create seamless transitions to the workforce.

Serves the RSAEC members to provide guidance and direction about program and grant planning, data collection and utilization, and alignment with local and regional goals.

Works with other local consortia and taskforces to integrate AEBG goals and objectives into other regional initiatives that include, but are not limited to, the Workforce Innovation and Opportunity Act (WIOA), Basic Skills Transformation Grant, Strong Workforce, OC Pathways, and the OC Transition Initiative to create regionally collaborative plans.

Conducts regular gap analysis, including identifying needs and plans to address them in the areas of adult education instructional programs and student support services; reassigns resources to meet the objectives of the RSAEC consortium plan by working with the RSAEC researcher and applications specialist; directs research projects to develop required AEBG reports.

Serves as the RSAEC liaison among the AEBG State Workgroup, the California Community College Chancellor's Office (CCCCO) and the California Department of Education (CDE).

Other duties as assigned.

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**DESIRABLE QUALIFICATION GUIDE (CONT'D)**

**SPECIFIC RESPONSIBILITIES**

**DEVELOPMENT AND DELIVERY OF INSTITUTIONAL SERVICES**

Overall supervision of the RSAEC AEBG programs and services, including budget, purchasing, payroll, facilities planning and development, and institutional services including admissions, registration, data collection and entry for the student information system. Recommends AEBG policy and procedural improvements to the State Chancellor's Office as well as recommends RSCCD district policy and procedure to the Vice President of Continuing Education. Develops student learning outcomes (SLO) and the means to assess them; monitors instructional programs and support services in the seven AEBG approved program areas for the responsiveness to the state identified objectives and to the needs of a culturally diverse community.

**PERSONNEL**

Supports and coordinates multi-agency activities and projects between faculty and representatives of community college programs, local adult education schools, inmate education programs, and other partner organizations as needed.

Supports and coordinates with other RSAEC Directors and Deans tasked with the supervision of AEBG faculty and staff.

Responsible for or effectively recommends the hire, transfer, suspension, lay-off, recall, promotion, assignment, discipline, training, professional development, assignment, direction and evaluation of work, and adjustment of grievances of personnel; responsible for compliance of District policies, rules and regulations regarding personnel, and evaluation of the performance of assigned staff; provides direction and assistance wherever a need for improvement is identified.

**BUDGET/FUNDING/PAYROLL/PURCHASING/FACILITIES**

Maintains the RSAEC annual budgets; oversees the funding of AEBG program specific projects; responsible for submission and administration of budget payroll; oversees and maintains RSAEC consortium subcontract agreements, instructional service agreements, and AEBG purchasing procedures; oversees day-to-day operations of assigned AEBG related facility(ies).

**COMMUNITY CONTACT/REPRESENTATION**

Maintains relationships with other regional AEBG consortia, business, labor, industry, government agencies, community organizations and stakeholders to articulate, enhance and improve RSAEC consortium programs and offerings.

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**DESIRABLE QUALIFICATION GUIDE (CONT'D)**

**ESSENTIAL FUNCTIONS**

Supervises all aspects of RSAEC planning, funding, coordinating, staffing, delivery and evaluation of programs, activities, faculty and staff assigned in areas of responsibility; has substantial responsibility for procurement, expenditure and accounting for funding and programs in compliance with applicable law and policy, and related reports.

**REQUIRED SKILLS AND QUALIFICATIONS**

**Minimum Qualifications:** Possession of a master's degree; and, one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment; or a California Administrative or Supervisory Credential authorizing service at the community college level. **Preferred:** possess the minimum qualifications to serve as a faculty member in the California Community Colleges, or a teaching credential authorizing service in an adult education faculty discipline, or equivalent. Experience in teaching adults in an adult education, noncredit community college, or post-secondary education setting.

**Required Skills:** Thorough knowledge of state regulations governing AB104 legislation, financial and budgetary procedures; understand and apply changing policies, procedures, and guidelines. Maintain records and documentation subject to external audit. Ability to prevent and resolve conflicts and problems; write and speak effectively; plan, measure and evaluate programs, services and activities; supervise faculty and staff; analyze and apply laws, rules and regulations; communicate actual and proposed changes in regulations, and build consensus.

**Desired Qualifications:** Experience with grant management; delivering results in outcome-based initiatives; facilitating large groups; and leading discussions and making presentations using appropriate technology resources. Possess excellent communication skills, both written and oral.