

# Job Description

Position Title: Director of Adult Education

Job Group: Academic Affairs

Job Level Group: Director

FLSA Status: Exempt

## Position Summary:

The Director of Adult Education provides leadership, administrative and operational support, and complex administrative support for major district operations to ensure delivery of Adult Basic Education programs. Directs strategic planning, program development, oversight, budget development and execution. Provides grant writing, management, and reporting. Ensures compliance with College policies and procedures and other funder requirements. Oversees data collection, outcomes, and measures for programs. Provides supervision and leadership for staff development.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Provides strategic planning, program development and oversight for College adult education division with specific oversight to assigned division responsibilities for state initiatives. Manages all aspects of assigned learning center programming and facility. Designs, develops, implements, and monitors all transition programming.
2. Develops, plans, evaluates and implements goals, objectives, policies, and procedures for educational programs in collaboration with multiple college, community, and workforce partners. Oversees the collection, compilation, and analysis of data and the preparation of a variety of complex reports, statements, and communications.
3. Supervises employees, prioritizes and assigns work, and conducts performance evaluations. Make hiring, training, termination, and disciplinary recommendations. Provides leadership and team development with staff.
4. Oversees student engagement, recruitment, intake, orientation, and enrollment management. Evaluates instruction and operations in transition programs; collects and analyzes a variety of information relating to student success and operational efficiency. Develops action plans and recommends corresponding program operational changes.
5. Develops and coordinates strategies in collaboration with internal and external partners to integrate systems of operations to support student success in transition programs.
6. Provides grants management and participates in grant writing. Provides leadership and direction for effective and efficient allocation of physical, financial, and human resources.
7. Directs budget development and execution. Oversees assigned budgets under the Adult Basic Education umbrella. Develops and monitors internal systems for compliance with fiscal policies, procedures, guidelines, and rules of funding sources and regulatory agencies.

8. Acts as a liaison with the Arizona Department of Education, workforce system partners, local school districts, local businesses and service providers, Pima County, the City of Tucson, and others.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

- Knowledge of business management and fiscal practices
- Knowledge of human resources principles and practices
- Knowledge of internal and external customer service principles and practices
- Knowledge of principles and methods for promoting programs and services
- Knowledge of project management principles
- Knowledge and application of various instructional methodologies
- Skill in effective communication (both written and oral)
- Skill in people leadership and supervision
- Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
- Ability to develop and maintain effective and positive working relationships

### **Supervision:**

- Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

### **Independence of Action:**

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.

- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

### Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Education, Adult Basic Education, or a closely related field of study required.
- Master's degree in Adult Education, Educational Leadership, or a closely related field of study preferred.
- Five (5) to eight (8) years of related experience with Adult Learning Theory and curriculum development.
- Three (3+) years of supervisory experience.

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard 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 (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### Special Conditions of Employment:

- Pre-employment Background Check Required
- Some evening or weekend work hours