

ASSISTANT DIRECTOR, ADULT BASIC EDUCATION

DEFINITION

Under administrative direction, assists in planning, organizing, managing, and providing administrative direction and oversight for major programs, functions, and activities of the Adult Basic Education program; assists in coordinating assigned activities with other District departments, divisions, outside agencies, and the public; provides highly responsible and complex professional assistance to the Director, Adult Basic Education in areas of expertise.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director, Adult Basic Education. Exercises direct and general supervision over assigned faculty and staff.

CLASS CHARACTERISTICS

This is an Assistant Director classification assigned to the Adult Basic Education program. The incumbent oversees, directs, and participates in assigned activities of the Adult Basic Education program and is responsible for providing professional-level support to the Director, Adult Basic Education in a variety of areas. Assists in short- and long-term planning, development, and administration of departmental policies, procedures, and services. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other District departments. Responsibilities include performing and directing many of the assigned program's day-to-day administrative functions. This class is distinguished from the Director, Adult Basic Education in that the latter has overall responsibility for all adult education programs, functions, and activities.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Assumes management responsibility for assigned adult basic education programs, services, and functions.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions and programs; recommends, within divisional policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Trains, motivates, and evaluates assigned personnel; makes hiring recommendations to the Director; provides or coordinates faculty and staff training; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the Director.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Director; may direct the implementation of improvements.
- Develops and maintains informational materials and documentation on adult basic education programs and services.
- Discusses student issues with faculty, counselors, administrators, and high school administrators.
- Meets with students regarding disciplinary issues and notifies relevant parties; creates misconduct reports and compiles background information for reports.
- Develops and implements processes and procedures for systematic use of program and student data; establishes quality control protocols for information in database systems.
- Conducts a variety of analytical and operational studies and surveys regarding programmatic activities; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.

- Assists with planning and coordination of program goals and objectives (PIE) and assessment tools.
- Responds to requests for information and advises students, faculty, staff, visitors, and other District divisions and departments of adult basic education policies and procedures.
- Serves as a liaison for the department with other District departments, divisions, and outside agencies; attends meetings in various locations; serves on various committees and task forces; participates in community events and workshops that provide information regarding departmental programs, projects, and services.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of adult basic education and other types of instructional programs and services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and District policies. Attends District mandated DHR training and participates in DHR investigations as directed. Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of adult basic education program development, implementation, and management.
- Theories, principles, practices, and service delivery needs related to adult basic education and adult secondary programs.
- K-12 structures and existing state K-12 Content Standards; adult basic education content standards.
- Elements of noncredit Career Development and College Preparation (CDCP) programs offered within the community college system.
- Title 5 regulations for California Community College Adult High School Diploma Programs.
- Procedures for planning, implementing, and maintaining a variety of high school instruction and support activities and programs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs.
- Research and reporting methods, data collection techniques, and procedures.
- Principles and practices of data collection and report preparation.
- Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Record keeping principles and procedures.

- Principles, practices, and techniques of effectively dealing with the public and basic public relations.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of assigned personnel.
- Select, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer adult education programs and administrative activities.
- Effectively represent the District and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Bachelor's degree from a regionally accredited college or university with coursework in education or a related field and three (3) years increasingly responsible experience managing an adult basic education program. A Master's degree and/or specialized experience in adult secondary programs are highly desired.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.