

**DIRECTOR, EDUCATION FOR OLDER ADULTS AND ADULTS WITH  
DISABILITIES PROGRAMS**

**DEFINITION**

Under the direction of the Dean-Continuing Education, plan, organize, control and direct Education for Older Adults and Adults with Disabilities Program operations and activities including instruction, student services, budget/operations to ensure they are complying with internal and external regulations as well as meeting the needs of noncredit students. Align funding mandates of grants from Regional Center (AWD) and other sources with those of the California Community College Chancellor's Office (CCCCO) and Title 5 regulations specific to noncredit programs. Collaborate with Regional Consortium for Adult Education on Adult Education Block Grant regional plan for Adults with Disabilities and vocational programs specific to the older adult population.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Dean, Continuing Education. Exercises general direction and supervision over professional, technical, and administrative support staff. Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

**EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Plan, organize, control and direct Education for Older Adults and Adults with Disabilities Program operations and activities including provision of guidance, technical assistance, and training at the local, regional, and statewide level ; establish and maintain related time lines and priorities; assure related activities comply with established standards, requirements, grant specifications, laws, codes, regulations, policies and procedures.
- Coordinate and direct communications, information, consultation services, projects, personnel and performance initiatives to assure smooth and efficient Education for Older Adults and Adults with Disabilities Program activities and meet identified performance needs; direct the development and implementation of new initiatives within the Education for Older Adults and Adults with Disabilities programs and related plans, services, strategies, projects, goals and objectives.
- Develop and maintain relationships and resources for funding and services such as (but not limited to) Vendor status with the Regional Center and development of career training initiatives for Adults with Disabilities for potential Workforce Investment and Opportunity Act, Title II (WIOA II) funding.
- Provide leadership and advocacy support to other California community colleges in the areas of Education for Older Adults, particularly in the development of Career Development and College Preparation (CDCP) eligible programs.
- Coordinate Education for Older Adults and Adults with Disabilities Program performance services, communications and information between community agencies, students, personnel, faculty, administrators, businesses, economic development and other governmental organizations and the public; assure proper and timely resolution of Education for Older Adults and Adults with Disabilities Program issues, complaints and conflicts.

- Direct the development and implementation of programs, policies, services and procedures to enhance the educational and economic effectiveness and operational efficiency of Education for Older Adults and Adults with Disabilities Program and related services.
- Develop and prepare the preliminary budget for the Education for Older Adults and Adults with Disabilities Programs and related functions; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Provide technical information and assistance to the Dean-Continuing Education regarding Education for Older Adults and Adults with Disabilities programs and services, activities, needs and issues; assist in the formulation and development of policies, procedures and programs.
- Direct and participate in the preparation and maintenance of various records, reports and files related to initiatives, actions, performance, services, students, projects, economic growth, budgets, financial activity and assigned duties.
- Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.
- Attend and conduct various meetings as assigned; prepare and deliver oral presentations concerning Education for Older Adults and Adults with Disabilities programs and their services, needs, activities and issues.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Planning, organization and direction of EOA and AWD program operations and activities including the development and implementation of academic, vocational, and self-sufficiency courses.
- Curriculum standards, requirements, interpretation and application in EOA and AWD programs, services and classes.
- College, State and federal standards and requirements governing EOA and AWD programs and services.
- Instructional techniques and strategies related to EOA and AWD programs and classes.
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of college students.
- Title V regulations and applicable sections of the California Education Code.
- Principles, practices, procedures and techniques involved in the development and implementation of EOA and AWD curriculum standards and instructional programs, services, plans, strategies, processes, systems, projects, courses, goals and objectives.
- Principles and practices of administration, supervision and training.
- Policies and objectives of assigned programs and activities.
- Budget preparation and control.
- Oral and written communication skills.
- Applicable State and federal laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Public relations techniques.

### **Skills and Abilities to:**

- Plan, organize, control and direct the operations and activities of EOA and AWD programs including the development and implementation of academic, vocational, and self-sufficiency courses to meet the needs of EOA and AWD students.
- Coordinate and direct personnel, communications, curriculum, information, services, instructional functions and resources to assure smooth and efficient program activities and enhance student learning and educational effectiveness.
- Supervise and evaluate the performance of assigned personnel.
- Establish new classes and direct the development and implementation of EOA and AWD programs, services, plans, strategies, processes, projects, goals and objectives.
- Monitor, analyze and modify curriculum standards, programs, courses, policies and procedures to enhance educational effectiveness and operational efficiency of EOA and AWD programs and services.
- Assure adequate personnel and resources to meet the needs of EOA and AWD programs.
- Provide consultation and technical expertise concerning EOA and AWD program operations and activities.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain laws, codes, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

### **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 Master's degree and five (5) years increasingly responsible experience working with EOA, AWD, or related instructional programs including two (2) years in an administrative or supervisory capacity.

### **Licenses and Certifications:**

- The incumbent must have the ability to get to a variety of locations. This is usually accomplished by driving a personal vehicle to said locations. If operating a vehicle, the ability to secure and maintain a valid California driver's license is required.

### **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, before groups, 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 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. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

### **ENVIRONMENTAL ELEMENTS**

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents occasionally work in the field and are exposed to loud noise levels, inclement weather conditions, confining workspace, chemicals, electrical and/or mechanical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff, students, and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.