

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, NOCE Adult Education Block Grant Consortium	Range: 24 (AC)	Management Schedule
Date Revised:		Date Approved:	April 12, 2016

PRIMARY PURPOSE

Under the direction of the Provost, North Orange Continuing Education, this position is responsible for performing a variety of administrative and supervisory duties related to the functions and activities of the Adult Education Block Grant and other assigned programs or projects.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Provides leadership in the administration of the Adult Education Block Grant (AEBG) strategies and related projects, including resource development and personnel management, in accordance with laws, regulations, District policy and collective bargaining agreements.
2.	Provides research and analysis of current needs and service gaps for adult education within the North Orange County Region. Facilitates leveraging available regional resources to improve student access to local workforce investment areas.
3.	Facilitates the development of plans for the North Orange County Regional Consortium for Adult Education (NOCRC) members by integrating their programs and services and designing seamless transitions into postsecondary education and workforce.
4.	Develops the plans, goals and objectives related to the AEBG strategies, including staffing and facilities; ensures consistency of plans and their implementation with the AEBG requirements and other North Orange Continuing Education and District plans.
5.	Monitors the implementation of the AEBG plans and ensures the evaluation of their effectiveness; prepares public information materials for assigned projects.
6.	Develops and prepares the annual preliminary budgets for assigned projects; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.
7.	Determines appropriate equipment and supplies for the assigned projects in accordance with established policies.
8.	Directs the preparation and maintenance of detailed and comprehensive records, reports and files related to the consortium personnel, facilities and activities; ensures the collection, recording and reporting of required enrollment and performance data.
9.	Serves as a liaison for all NOCRC members, community partners, and other stakeholders. Represents NOCRC at regional and state venues.
10.	Maintains communication with District and North Orange Continuing Education administrators, faculty members and classified staff to resolve conflicts, exchange information and coordinate activities of the consortium.
11.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.

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12.	Plans, organizes and arranges appropriate staff development activities for faculty and staff; provides orientation for new employees.
13.	Organizes, attends or chairs a variety of administrative and staff meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
14.	Maintains current knowledge of instructional theories and new technologies pertinent to assigned projects; learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
15.	Demonstrates sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
16.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
17.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
18.	Performs related duties as assigned.

OTHER FUNCTIONS

In addition to the essential functions, the Director, NOCE Adult Education Block Grant Consortium may participate in the development and administration of supplemental grants related to assigned projects.

WORKING RELATIONSHIPS

The Director, NOCE Adult Education Block Grant Consortium maintains frequent contact with North Orange Continuing Education and District administration, faculty and staff.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Possession of a master’s degree from a regionally accredited institution and at least one year of formal training, internship or leadership experience reasonably related to the assignment.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Possession of a master’s degree in a field related to education, leadership, or educational administration;

Management experience in postsecondary education;

Experience with educational program development and administration;

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Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
Knowledge of state education code and requirements including Title 5
Knowledge of research project policies, procedures and practices, including data collection and analysis
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of record keeping procedures
Knowledge of budget preparation and maintenance
Knowledge of appropriate software and databases
Ability to interpret, apply and explain rules, regulations, policies and procedures
Ability to assess, analyze, implement and evaluate research project activities
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to work independently with little direction
Ability to understand and follow oral and written directions
Ability to communicate efficiently both orally and in writing
Ability to supervise, train and provide work direction to others
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require off-site duties and activities.
