

Sacramento County Office of Education Job Description

Classification Title: Coordinator, Capital Adult Education Regional Consortium

Definition

Under general direction, coordinates Capital Adult Education Regional Consortium (CAERC) regional strategies and objectives for the benefit of adult education programs in the geographical region; establishes, delivers, and manages professional development efforts; coordinates consortium-level data collection, analysis, and reporting, learner assessment, curriculum alignment, and pathway development priorities on behalf of members and partners; performs related duties as assigned.

Directly Responsible To

Director, Capital Adult Education Regional Consortium

Supervision Over

Professional, clerical and technical personnel as assigned

Duties and Responsibilities

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Coordinates and monitors regional strategies and objectives established by CAERC members; conducts research to inform annual and 3-year California Adult Education Program (CAEP) consortium plans; facilitates member discussions to determine professional development needs and coordinate delivery of training; provides oversight and support for members' learner assessment strategies, procedures and reporting; provides ongoing support to members and partners to ensure CAERC Asset Map content is current; coordinates development of academic and career technical education pathways; leads efforts and supports tasks and activities related to alignment of courses and learner standards; identifies and manages implementation of priority CAEP strategies, including Integrated Education and Training (IET) and Integrated English Language and Civics Education (IELCE); identifies curriculum and instructional resources aligned to authorized program areas; determines need, identifies instructional materials and resources, and supports implementation of online and blended learning programs; designs communications to promote consortium activities; analyzes data and manages consortium data evaluation workgroup; creates reports regarding consortium progress and outcomes; establishes strategies and creates resources to assist with member and partner learner recruitment and retention; presents CAERC program and project information at meetings and educational conferences; directs, monitors and evaluates the work of staff.

Minimum Qualifications

Education, Training, and Experience

Possession of valid California teaching credential based on a bachelor's degree or higher; master's degree is preferred; successful experience providing instruction, managing adult education projects, and creating and delivering professional development; recent experience working with adult learner data collection and assessment systems.

Knowledge of:

Adult education, college, and workforce programs and implementation of curriculum, assessment, and effective professional development; statewide goals and requirements of California adult education consortia; program evaluation principles, practices, and methodologies; data collection and reporting practices; statewide CAEP education, legislative issues and compliance; program, implementation, monitoring, and reporting processes; effective leadership, facilitation, and goal-setting strategies; federal, state and local agencies and organizations providing adult education; supervisory and management principles.

Skill and Ability to:

Develop measurable goals and determine appropriate processes and procedures to address, measure and evaluate progress toward achievement of specific strategies and objectives; organize work to meet strict

deadlines; set priorities and make decisions on a variety of complex matters; work effectively with program members and partners; model strong interpersonal skills necessary to work cooperatively and effectively with individuals and groups from diverse backgrounds; market services to CAERC members and partners; plan and complete technical project deliverables; communicate effectively in both oral and written forms; establish and maintain cooperative working relationships with CAERC members, partners, grantors and other clients; integrate the use of technology and available software to enhance job performance; effectively select, train and supervise staff.

Other Characteristics:

Possession of a valid California driver's license; willingness to travel locally using own transportation with mileage reimbursed and willingness to travel within the state as required.

7/2021