

# **Sacramento County Office of Education Job Description**

## **Classification Title: Director, Adult Education**

### **DEFINITION**

Under general direction, manages and provides oversight for regional and state adult education projects and services, including the Outreach and Technical Assistance Network (OTAN), California Adult Education Program Technical Assistance Project (CAEP TAP), and Capital Adult Education Regional Consortium (CAERC); represents Sacramento County Office of Education (SCOE) in matters pertaining to adult education assessment, curriculum, instruction, and program evaluation; identifies and secures funding to support adult education projects and services; performs other related duties as assigned.

### **DIRECTLY RESPONSIBLE TO**

Deputy Superintendent

### **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.)

#### **Program Management**

Directs, coordinates and monitors adult education programs and support services, providing oversight of all contract objectives, including assistance to state and local agencies and the development, distribution, and delivery of information, reference materials, standards aligned curricular resources and professional development; oversees OTAN, CAEP TAP, and CAERC, providing leadership in the development of program goals, objectives, budgets, and evaluation procedures; assures the accurate and timely collection and reporting of data as required by state and federal agencies; communicates and shares information with internal and external stakeholders and funding entities; supports and provides oversight for program priorities and strategies; participates in budget development, identifies funding, and secures grants and contracts for adult education related projects and services; recommends budgetary adjustments as necessary; monitors and evaluates projects, grants, and contracts; selects, trains, supervises, and evaluates the performance of clerical, technical, and certificated staff; assures adequate personnel and resource levels are available to meet program needs.

#### **Professional Development**

Oversees training and professional development (PD) for local and state adult educators regarding state and federal policies and guidelines, and various topics, including the integration of technology, curriculum, and instruction; provides input and guidance for the development, production, and management of web portals, websites, and electronic communication tools; supports instructional technology and distance learning; provides input and guidance for the development and production of print and multimedia PD promotional materials; works collaboratively with other state and national adult education leadership projects: develops workshop proposals, agendas and presentation materials; provides training, workshops, and presentations to various audiences, including at regional, state and national conferences.

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

Possession of a valid California Administrative Services Credential and a valid California teaching credential based on a bachelor's degree; successful administrative and teaching experience at the adult level, leadership

experience with statewide adult education projects, and progressive experience working with new and emerging technologies; master's degree in education is desirable.

**Knowledge of:**

Adult education programs, including OTAN, CAEP TAP, and CAERC; adult learning theory, pedagogical practices, standards aligned curriculum, assessment, and effective staff development; technology and distance learning; the history and development of adult education in California; state and local agencies, organizations and funding related to adult education including a thorough understanding of California Adult Education Program, and Workforce Innovation and Opportunity Act requirements; supervisory, budgetary and management principles.

**Skill and Ability to:**

Develop measurable goals and objectives, set priorities, monitor expenditures and evaluate progress toward achievement; develop and control an extensive budget; organize the department's work to meet strict deadlines; plan, coordinate, deliver, and manage technical assistance and professional development; communicate effectively in both oral and written form; present ideas and concepts clearly and concisely, and effectively transmit knowledge and skills to others; work cooperatively and effectively with individuals and groups; select, train and supervise staff.

**Other Characteristics**

Possession of a valid California driver's license and willingness to travel.

2/2020