

**Sacramento County Office of Education Job Description**  
**Classification Title: Director,**  
**Capital Adult Education Regional Consortium (CAERC)**

**DEFINITION**

Under general direction, manages the Capital Adult Education Regional Consortium (CAERC) for the benefit of adult education programs in the geographical region; monitors and reports fiscal and program information; provides support and services for members and partners; identifies and secures funding to support CAERC; performs related duties as assigned.

**DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

**SUPERVISION OVER**

Professional, clerical and technical personnel as assigned.

**DUTIES AND RESPONSIBILITIES**

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in this classification.)

Provides vision and leadership for the ongoing development and day-to-day operations of CAERC; oversees CAERC objectives including key regional strategies and priorities; cultivates partnerships with local industry/businesses, community organizations, public agencies, and education providers; champions consortium objectives, builds partnerships, invites collaboration, and leverages resources to meet educational and workforce needs of adults in the region; oversees budgets and member allocations to ensure expenditures are appropriate, timely, and allowable; monitors CAERC member learner performance data; ensures all program and fiscal reports are submitted to the California Adult Education Program (CAEP) Office and other funding entities as required; prepares related written documents including reports and evaluations as specified by project objectives and activities; updates CAERC governance and planning documents as required by members or funding agencies; plans, organizes, and facilitates CAERC member and partner meetings; communicates regularly with members, partners and other stakeholders regarding status of project deliverables; prepares proposals for other funding to support maintenance and expansion of CAERC goals and objectives; oversees all CAERC professional development including in-class and online training; prepares bids, expenditure contracts, income contracts, and other related agreements as determined by the Director, Adult Education; approves purchase orders; directs all public marketing efforts including use of print, non-print and social media; provides oversight for the CAERC website for both internal and external stakeholders; identifies and maintains current data on Capital Region labor market information; presents CAERC program and project information at educational conferences and related events; directs, monitors and evaluates the work of staff; supports local districts with Cal-Works implementation and funding distribution; performs other related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Education, Training and Experience**

Possession of valid California teaching credential based on a bachelor's degree or above required, administrative services credential and master's degree desired; successful experience teaching, managing the development of complex projects, supervising and coordinating project teams, including the administration of adult education, college, or workforce programs supporting California Adult Education Programs; recent experience working with online data systems used for tracking and reporting program information.

**Knowledge of:**

Adult education, college, and workforce programs and implementation, curriculum, assessment and effective professional development; statewide goals and requirements of California adult education consortia; principles and practices of program development, implementation, and administration; program evaluation

principles, practices, and methodologies; student assessment and placement practices, methods, and theory in adult education, higher education, and workforce development contexts; statewide CAEP education, legislative issues and compliance; grant application, implementation, monitoring, and reporting processes; state and federal funding of adult education, including CAEP, Workforce Innovation and Opportunity Act, and CalWORKs; federal, state and local agencies and organizations related to adult education; effective leadership, facilitation, and goal-setting strategies; best practice in budgeting principles and processes.

**Skill and Ability to:**

Manage and administer a specially-funded regional program; work effectively with program members and partners in a shared governance environment; engage staff and stakeholders in collaboration, team participation, creative problem-solving, conflict resolution, and group planning; model strong interpersonal skills necessary to work cooperatively and effectively with individuals and groups from diverse backgrounds; develop measurable goals and objectives and evaluate progress toward achievement; set priorities and make decisions on a variety of complex matters; market services to prospective clients; plan and complete technical project deliverables; create contract packages; develop and monitor complex budgets and monitor expenditures; work with CAERC staff to determine appropriate processes and procedures to address specific objectives; organize work to meet strict deadlines; communicate effectively in both oral and written forms; integrate the use of technology and available software to enhance job performance; establish and maintain cooperative working relationships with CAERC members, partners, grantors and other clients; 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.

5/2021