

Sacramento County Office of Education Job Description

Classification Title: Coordinator, Adult Education

DEFINITION

Under general direction, plans, coordinates, and manages projects and activities related to Adult Education Programs, coordination and capacity building contract objectives, including development and maintenance of systems; provides technical assistance, professional development, coordinated communication services, and capacity building for adult education consortia throughout California; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

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 that may be found in positions within this classification.)

Plans, coordinates, and manages technical assistance and professional development activities delivered by various partners and subcontractors; coordinates services between partnering entities and other subject matter experts to support Adult Education Program consortia members state-wide; identifies, recruits, and screens subject matter experts; creates and maintains directory of subject matter experts and their fields of expertise; connects technical assistance requests with the appropriate partner agency; ensures requests for service are documented in an online database and analyzes information to identify client technical assistance and professional development needs; coordinates events as needed for the Adult Education Program office and consortium members, including weekly professional development webinars and annual summits; develops and implements processes to monitor the quality and effectiveness of technical assistance and professional development provided; maintains effective and timely communication with partners and clients; monitors subcontracts and works with support staff to track status of work performed, tasks, and subtasks; provides technical assistance as needed in a variety of formats; prepares proposals, reports, flyers, and other related information; coordinates data collection and submits required reporting; makes presentations at professional conferences; directs, monitors, and evaluates the work of staff.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Possession of a Bachelor's degree from accredited college or university; successful experience managing adult education projects, and creating and delivering professional development; experience providing classroom instruction to adult learners desirable; Master's degree in education or related field desirable; experience working with new and emerging technologies preferred.

Knowledge of

Adult learning theory, principles of organization, and project management; federal, state, and local agencies and organizations providing adult education; budget development and monitoring; technology planning; online instruction methodologies; standard software applications; online communication platforms and videoconferencing systems; supervisory and management principles.

Skill and Ability to

Plan, coordinate, and manage technical assistance and professional development activities; determine appropriate processes and procedures to address, measure, and evaluate specific objectives; facilitate and

host webinars; assist in developing and monitoring budgets; plan and complete technical project deliverables; organize work to meet strict deadlines; set priorities and make decisions on a variety of complex matters; develop measurable goals and objectives and evaluate progress toward achievement; communicate effectively in both oral and written forms; establish and maintain cooperative working relationships with staff, partners, grantors and other clients.

Other Characteristics

Possession of a valid California driver's license; willingness to travel within the county using own transportation to conduct work assignments and willingness to travel within the state as required.

Revisions approved by Personnel Commission 10/13/20
Approved by Personnel Commission 2/14/17