

DIRECTOR, COMMUNITY, CONTINUING, CORPORATE EDUCATION AND GRANTS

DEFINITION:

Under the direction of the Dean of Career Education and Workforce, the Director of Community, Continuing, Corporate Education, and Grants (hereafter the Director), will develop, coordinate, and manage non-credit and adult education instructional and associated student support programs. Additionally, the Director will manage a variety of grant and other funding sources for categorical programs to assist the College in providing outreach services, continuing and community instruction, and literacy programs, and performing related duties as assigned on the main campus and at offsite locations, including the Hollister Campus.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Develop and implement a business plan comprised of comprehensive strategies for Community and Continuing Education programming that maximizes revenue for fee-based courses, services, and alternative and nontraditional educational programs.
- Align strategies with District enrollment goals.
- Modifies program services or offerings to maintain or grow program standing.
- Support the Dean in recruiting, hiring, training, and evaluating instructional and office personnel. Evaluate employee performance and provide guidance and feedback.
- Set departmental goals and objectives, including workforce planning. Reassess or redefine priorities as appropriate to achieve performance objectives.
- Develop and maintain marketing strategies, systems, and various administrative procedures to implement community and continuing education programs that meet the needs of the college's and the community's diverse population.
- Plan, coordinate, and implement fee-based classes, workshops, events, and activities to sustain and grow programs.
- Oversee all aspects of planning and scheduling, coordinating registration, generating contracts, organizing instructional aids, collecting data, and maintaining records.
- Serve as a community liaison and key resource for information. Resolve problems as needed.
- Analyze business and community needs based on industry trends, changing technology, and job market analysis. Identify challenges and design programs and services that deliver innovative solutions.
- Liaise with community organizations and public and/or private institutions. Collaborate with community leaders to assess and plan for off-site learning centers.
- Keep abreast of and utilize emerging technology in offering non-traditional community services, programs, and courses.
- Cultivate trusting and cooperative work relationships with other administrators and staff to deliver innovative programs and services.
- Assess program operations and activities in terms of cost-effectiveness and enrollment goals. Review and audit the program to ensure its integrity. Modify programs/services

according to evaluation results.

- Stay informed of developments in the field. Read pertinent literature, attend meetings, and participate in professional associations as appropriate. Establish and maintain an active network of professional contacts.
- Interpret and ensure adherence to overall regulations affecting program management and record keeping for federal and state requirements and other rules.
- Prepare and administer budgets and monitor and control expenditures per District policies and state mandates. Gather, analyze, and report data. Report variances and provide projections and financial reports as needed. Ensure program expenditures are within allocated budgets and comply with funding agency requirements. Make budget updates and revisions as necessary.
- Serve on advisory boards at the local and state levels to facilitate Adult Education planning, accountability, legislation, and professional development.
- Assist the Dean in providing program management and mentoring for academic non-credit ESL (English as a Second Language) faculty and staff.
- Prepare annual applications, quarterly updates, and final reports as required by the California Community Colleges Chancellor's Office and other funding agencies.
- Serves as Gavilan Community College District Project Director for Adult Education Consortium, Community and Continuing Education, and other related grants and contracts.
- Conduct regular meetings with key campus partners to review grant program guidelines and accountability metrics. Make presentations to participatory governance groups and other campus advisory bodies.
- Provide input in the curriculum planning process in assigned areas. Make recommendations regarding new and updated certificate and degree offerings. Coordinate the review process of new certificate and degree programs with regional bodies.
- Conduct workshops and presentations tailored to a variety of audiences: students, counselors, faculty, and administrators.
- Coordinate the development of career technical education (CTE) pathways with local and regional K-12 and other higher education institutions.
- Prepare, submit, manage, and administer grants and other funding applications.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

1. A Master's degree in a related field.
2. Three (3) years of related program and grant administration experience with high fiscal accountability, preferably in a higher education setting.

Preferred Qualifications:

1. Five (5) years of experience in program and grant administration, preferably in a higher education setting.
2. Experience in budget management and knowledge of public sector fund accounting systems.
3. Teaching experience, preferably with adult learners.
4. Experience managing, coordinating, or leading academic programs.

5. Experience developing partnerships with educational institutions and industry.
6. Speak, read, and write Spanish.
7. Demonstrated commitment to serving community college students who are diverse in socioeconomics, culture, ability, age, and ethnicity, while prioritizing equity in developing and strengthening existing curriculum, assessing student learning, building enrollment, success, and retention rates in the program, and connecting student support services.

Knowledge of:

- Operations, services, and activities of Continuing Education programs, including Non-credit, fee-Based, and Contract Education programs, including AEBG.
- Administrative principles and practices, including goal setting, budget development, program development, implementation, and evaluation.
- Organizational and management practices as applied to analyzing and evaluating projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and staff training in work methods and procedures.
- Applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures relevant to Continuing Education programs, projects, and operations. Gavilan Joint Community College District Director, Continuing Education – Continued
- Principles and practices of curriculum and course development.
- Contemporary issues of inclusion, social justice, diversity, access, and equity as related to higher education.
- Methods and techniques for developing presentations, business correspondence, research and reporting, and information distribution.
- Principles and procedures of record keeping.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contact with governmental agencies, community groups, and various business, professional, educational, and regulatory organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

Ability to:

- Develop funding concepts and manage adult education allocation funding.
- Manage and administer grants.
- Read, interpret, and apply applicable laws, codes, regulations, and requirements.
- Apply federal, state, community college, and other regulations pertaining to special projects, Title V, and other grants, projects, and programs.
- Establish and maintain effective working relationships with those contacted during the work, including community-based organizations, businesses, and other agencies.
- Plan, organize, manage, and evaluate the work of others.
- Prepare and manage budgets.
- Administer adult education allocation funding.

- Establish and maintain various records, data, and required reports.
- Prepare effective written reports and correspondence.
- Serve students from first and 1.5-generation and/or historically underrepresented groups as they pursue their academic goals.
- Ensure the integrity of all policies, procedures, and programs and works to support the college within a Guided Pathways framework.
- Allocate personnel and resources to optimize departmental efficiency and effectiveness.
- Communicate effectively in both oral and written communication.
- Effectively work with students, faculty, and staff from diverse backgrounds to promote equal access and equity-mindedness in all divisional programs.
- Select, train, supervise, and evaluate personnel.
- Interpret, apply, and explain rules, regulations, requirements, and restrictions.
- Maintain current knowledge of state and federal rules, regulations, requirements, and restrictions.
- Analyze situations accurately and adopt a practical course of action.
- Meet schedules and deadlines and plan and organize workflow effectively.
- Work cooperatively with and coordinate projects with other administrators and staff to offer effective services to students.
- Lead with integrity, transparency, and collegiality, focusing on improving student outcomes and completion.

Other Requirements:

- Must possess and maintain a Valid California driver's license.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; may be required to operate a motor vehicle to visit various District and meeting sites. This is primarily a sedentary office classification, although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must be able to lift, carry, push, and pull materials and objects weighing up to 20 pounds. This work is performed indoors in a typical office environment.