



## Director, Adult Education Block Grant (AEBG)

Management Range: 15

Board Approved: 07/13/2017 P. 1|5

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Under the general direction of the appropriate administrator and contingent upon the availability of grant funding, the Director, Adult Education Block Grant (AEBG) plans, organizes, directs and coordinated functions and activities related to the implementation of the AB104 Grant activities. The AEBG Administrator is the liaison between the San Bernardino Community College District Consortium and the State AEBG Office in Sacramento responsible for administering the consortium budget, compiling documentation required by the state and reporting all outcomes. In addition, the AEBG Administrator is responsible for working with both the California Community College Chancellor's Office (CCCCO) and the California Department of Education (CDE) who are working in partnership to implement the requirements outlined in AEBG.

### **REPRESENTATIVE DUTIES**

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1. Plans, directs, supervises, evaluates and manages the AB104 grant, providing coordination and support activities for the consortium's members and partners.
2. Communicates an informed understanding of the objectives and outcomes of the program to district and college administrators, faculty and staff, consortia members, and other program stakeholders.
3. Manages and provides leadership for the AB104 consortium, including the development of liaisons with adult schools, member school district offices, member county offices of education, community service agencies and alternative educational settings.
4. Coordinates, schedules, and facilitates meetings for the Executive Committee comprised of the regional consortium member leadership for decision making and approval of AEBG State deliverables.
5. Provides leadership in the administration of the AB104 grant, including but not limited to guiding the consortium to address the AB104 objectives and develop comprehensive responses to the questions posed by the state to be submitted by the dates required in semiannual and final reports to the AB104 work group in coordination with the CCCC and the CDE.
6. Works with each member of the consortium that receives an allocation of funding for consortium projects to ensure funds are managed responsibly and reported to the state.
7. Represents all consortium members at local and State sponsored events in Sacramento and national conferences.
8. Works with the fiscal agent to process contracts with sub-grantees and vendors for payment of services in a timely manner abiding by all fiscal agent requirements.
9. Works with the fiscal agent accounting representative to have all expenditure reports certified to meet all state deadlines for multiple funding streams.



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10. Supports and coordinates activities and projects between faculty and representatives of local adult education schools, continuation schools, regional occupational programs, and the local community for AEBG defined programs.
11. Maintains current knowledge of instructional theories and new technologies pertinent to assigned projects; learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
12. Presents status reports to high-level management including the SBCCD Chancellor's Cabinet, member adult schools, local community cabinets and San Bernardino County Office.
13. Collects, quantifies and summarizes regional Student Data for state reporting for all members of the consortium.
14. Performs statistical analysis and summarizes findings in applicable reports and other communication mediums.
15. Works closely with California Community College Chancellor's Office Moderators and State officials on AEBG deliverables and participates in weekly webinars hosted by the State AEBG office.
16. Develops and oversees marketing plans for the AEBG programs. Creates, oversees, and collaborates with advertising and marketing services to conduct needs assessments, enhance visibility of programs, and recruit students for adult education services.
17. Maintains and uses the regional website to promote consortium efforts in the development and expansion of adult education programs under the 7 AEBG program areas. In addition, uses social media accounts such as Facebook, Twitter and Instagram to promote AEBG consortium activity.
18. Maintains relationships with business, labor, industry, governmental agencies, and community organizations including the San Bernardino County Workforce Investment Board (WIB).
19. Manages staff, including training, daily operations, and ongoing performance evaluations across multiple agencies.
20. Conducts regular gap analysis, and reassigns resources to meet objectives of the consortium plan by working with consultants to standardize methods of data collection, curriculum alignment and/or program expansion.
21. Participates in/on a variety of meetings, committees, task forces, and/or other related groups to communicate information regarding services, programs, area of opportunity, and/or other pertinent information as appropriate.
22. Involved in advisory committees and consultation on CDCP curriculum and program development for all consortium members that support comprehensive career pathways to post-secondary.
23. Performs related duties as required.

### **QUALIFICATIONS**

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*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Operational characteristics, services, and activities of an adult education program including the theories, concepts and prevailing practice in delivering adult education.



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- In-depth knowledge of the dynamics of a culturally and economically diverse community, its education and retraining needs.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation, management, administration and reporting.
- Proficiency with computer skills including, but not limited to, word processing, spreadsheets, email and database.
- Methods and techniques in advertising and marketing.
- Principles and practices in designing, developing, and implementing effective, integrated programs and services.
- Personnel management, supervision and evaluation.
- Oral and written language skills to prepare reports and professional correspondence.
- Principles of supervision, training and human relations skills to conduct performance reviews, deliver presentations, and convey technical information to a variety of audiences.
- Pertinent federal, state, and local laws, codes, and regulations related to the program area.
- Theories, concepts and prevailing practice in adult education and its delivery.
- Dynamics and techniques in advertising and marketing.
- Knowledge of designing, developing, and implementing effective, integrated programs and services.

#### **Ability to:**

- Oversee and participate in the management of a comprehensive adult education program and services related to the Adult Education Block Grant.
- Effectively manage resources.
- Participate in the selection of and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Learn, interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socio economic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Work cooperatively and productively with internal and external constituencies.
- Advocate for collegiality, staff cohesiveness and other core values of the institution.
- Demonstrate professionalism, fairness, honesty, courtesy, patience and tact in all aspects of the performance of duties and working relationships.
- Provide leadership based on ethics and principles as they relate to adult education program services, functions and operations.
- Establish and maintain effective working relationships with those contacted in the course of work.



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- Plan, organize, and supervise programs and operations of the Adult Education Block Grant.
- Prepare, manage, and report budgets, including grant reporting compliance.
- Lead and direct the work of others to create a team atmosphere.
- Liaison and work closely with all relevant segments of the community, program staff, and administration in respect to promoting, furthering, continuing, and maintaining the program.
- Communicate effectively, both orally and in writing, while giving presentations, instructions, and explanations to individuals, and small or large groups notably when connecting to improve the skills of the community.
- Demonstrate the understanding of, sensitivity, and commitment to meeting the needs of the individuals from diverse academic backgrounds.
- Work cooperatively and productively with internal and external constituencies.
- Advocate for collegiality, staff, cohesiveness and other core values of the institution.

**Education and Experience Guidelines** – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Technology Support Specialist I**

#### **Education/Training:**

- A Bachelor's degree from an accredited college or university.

#### **Required Experience:**

- Experience in the administration of education programs, community organizations, government programs, or private industry.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

#### **Preferred Experience:**

- Master's degree from an accredited college or university.
- Experience in the California Community College System.
- Two (2) years of experience within the last four (4) years with direct oversight and coordination of a grant or a program with multiple partners from business, industry and/or education.



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### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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*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.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.