

DIRECTOR,
BARSTOW COMMUNITY COLLEGE ADULT EDUCATION AND
BARSTOW AREA CONSORTIUM FOR ADULT EDUCATION
Classified Administrator
Management Salary Range 16

CATEGORICALLY FUNDED POSITION

Board Approved: October 21, 2019

SUMMARY DESCRIPTION

Under the direction of the Superintendent/President, Barstow Community College, the Director of Barstow Community College Adult Education, and Barstow Area Consortium for Adult Education (BACAE) plans, organizes, directs, and coordinates functions and activities related to the implementation of AB104 activities and the Foster & Kinship Care (FKCE) program. The Director is the liaison between the Barstow Area Consortium for Adult Education Board and Members and the California Adult Education Program (CAEP) Office in Sacramento. The Director is responsible for administering the Consortium and Adult Education budgets, compiling documentation required by the state and reporting all outcomes. In addition, the Director 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 AB104 and the FKCE program.

REPRESENTATIVE DUTIES (by Funding and Time Allocation)

A. Director, Barstow Community College Adult Education (40% of time/salary):

1. Ensure that BCC meets the fiscal reporting mandates for all CAEP funded programs.
2. Ensure that BCC meets the student data reporting mandates for all CAEP funded programs using the TopsPro system.
3. Provides leadership in the development of program goals and objectives.
4. Manages the implementation of the CAEP-approved BACAE Annual and Three-Year Plans at BCC.
5. Review each of the expenditures coming out of BACAE and BCC budgets to ensure program compliance before recommending for final approval.
6. Facilitates and coordinates the development and oversees the implementation of annual program budgets based on institutional, BACAE Grant, and other funding agency guidelines. Ensures programs' fiscal accountability collaborating regularly with BACAE fiscal representative and the BCC Controller.
7. Oversee and approve all data reporting that is entered in NOVA, TopsPro, etc. to meet all program deadlines to CAEP.
8. Ensure reports are submitted by BCC & Ft. Irwin management/faculty/classified staff attending conferences funded by BACAE.
9. Receive, review and approve requests for material for BACAE funded BCC & Ft. Irwin programs.
10. Meet regularly with BCC & Ft. Irwin management/faculty/classified staff to ensure programs are meeting requirements, deadlines and on target to achieve annual plan strategies and the locally adopted BACAE 3-year-plan goals.
11. Supervises, monitors, coordinates, and assesses BCC Adult Education program activities.
12. Develops partnerships within the community for Adult Education programs. Develops and

- implements agreements between BCC and partner organizations.
13. Works with the college's public information officer to establish marketing strategies and communication for the programs.
 14. Leads activities for Adult Education students taking non-credit courses to transition into the college's Guided Pathways for credit programs.
 15. Prepares Adult Education reports to fulfill college, state, and federal reporting requirements.
 16. Serves on regional and state Adult Education committees as assigned.

B. Director, Barstow Area Consortium of Adult Education (40% time/salary):

1. Provides coordination and support activities for BACAE members and partners.
2. Communicates an informed understanding of the objectives and outcomes of the program to member districts and college administrators, faculty and staff, consortia members, and other program stakeholders.
3. Manages and provides leadership for the Consortium, including the development of liaisons with adult schools, member school district offices, and the county office 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 AE State deliverables.
5. Provides leadership in the administration of the AB104, 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.
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 AE defined programs.
11. Maintains current knowledge of instructional theories and new technologies pertinent to assigned projects; applies emerging technologies and advances as necessary to perform duties in an efficient and timely manner.
12. Presents status reports, as requested, to high-level management including, but not limited to, the consortium member cabinets, member adult schools, the San Bernardino County Workforce Development Board (WDB), community organizations, and the San Bernardino County Office of Education.
13. Works closely with State officials on the mandated deliverables and participates in webinars hosted by the State office.
14. Develops and oversees marketing plans for the AE 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.
15. Maintains and uses the regional website to promote consortium efforts in the development and expansion of adult education programs under the 5 CAEP Objectives and 7 CAEP program areas. In

addition, uses social media accounts such as Facebook, Twitter and Instagram to promote AE consortium activity.

16. Maintains relationships with business, labor, industry, governmental agencies, and community organizations including the San Bernardino County WDB.
17. 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.
18. Participates in/on a variety of meetings, committees, task forces, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other pertinent information as appropriate for all consortium members.
19. Involved in advisory committees and consultation on curriculum and program development for all consortium members that support comprehensive career pathways to post-secondary.

C. Director, Foster Kinship Care Education (FKCE) Program (20% of time/salary):

Program Operation

1. Oversees the overall operation of the college FKCE program.
2. Oversees and hires program staff and trainers in the daily operation of the program.
3. Schedules and coordinates classes and workshops for foster parents, kinship care providers, agency members, and community participants that incorporate the course/curriculum requirements established in law and parenting best practices.
4. Publicizes education/training opportunities to foster parents and kinship care providers and implements outreach efforts to increase class/workshop attendance.
5. Develops and implements an evaluation process for the program for all classes that includes input from foster parents, kinship care providers, trainers, college staff and administrators.
6. Works with key college units to provide program visibility on the campus. Promotes a positive image of the FKCE program on and off the campus.
7. Ensures college complies and abides by all FKCE Program Allowable Cost Guidelines, Essential Program Elements, Program Plan instructions, budget conditions, Training Hour Definition, and the policies and guidelines detailed in the FKCE Program Handbook.

Reporting

8. Completes all the reports mandated by the Chancellor's Office in a timely manner (please refer to the program calendar included within the Program Handbook or the program website at <http://fkce.cccco.edu>).
9. Works with the local college business office in developing a yearly proposed budget and completing a final expenditure report.
10. Ensures that required program data is properly entered into the FKCE database system.
11. Keeps the Chancellor's Office and the regional program coordinator informed of any changes to the college program that may affect its operation.

Local Collaboration

12. Provides leadership to the local FKCE Advisory Committee, ensuring regular meetings and soliciting input on the needs of foster parents and kinship care providers in the community.
13. Provides collaboration and cooperation with other local stakeholders in the area of foster and kinship care education.

Regional Activities/Support

14. Annually attends regional meetings/activities, one of which is held in conjunction with the FKCE program statewide conference.

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 and Skills:

- The position requires knowledge of Adult Education including the theories, concepts, and prevailing practice in delivering adult education.
- Requires in-depth knowledge of the dynamics of a culturally and economically diverse community, its education and retraining needs.
- Requires knowledge of budget preparation, managing, and reporting.
- Requires knowledge of the Workforce Innovation and Opportunity Act and WASC Accreditation. Requires proficiency with computer skills including, but not limited to, word processing, spreadsheets, email, and databases.
- Requires knowledge of advertising and marketing methods and techniques.
- Requires knowledge of designing, developing, and implementing effective, integrated programs and services.
- Requires knowledge of personnel management, supervision, and evaluation.
- Requires well-developed oral and written language skills to prepare reports and professional correspondence.
- Requires well-developed human relations skills to conduct performance reviews, deliver presentations, and convey technical information to a variety of audiences.

Abilities:

- Requires the ability to:
- Plan, organize, and supervise programs and operations of the California Adult Education Program.
- Effectively manage limited resources.
- Manage budgets and resource needs.
- Prepare, manage, and report budgets, including grant reporting compliance.
- Learn, interpret, and apply State Education Code, Government Code, Title 5, and other federal and state regulations as related to the responsibilities of the position.
- Lead and direct the work of others to create a team atmosphere.
- Liaise and work closely with all relevant segments of the community, program staff, and administration in respect to promoting, furthering, continuing, and maintaining the program.
- Exhibit tact, courtesy, and patience in those relationships.
- 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.
- Work cooperatively and productively with internal and external constituencies.
- Advocate for collegiality, staff cohesiveness and the other core values of the institution.
- Requires understanding of, sensitivity, and commitment to meeting the needs of the individuals from diverse academic, socioeconomic, cultural, disability and ethnic backgrounds.

Education and Experience Guidelines

Minimum Qualifications:

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

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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.