CERRITOS COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION

CLASSIFICATION: Director of Adult Education/Diversity Programs

RANGE: 11 (Management Salary Schedule) 06/27/01

DEFINITION
Under direction of the Executive Dean of Community, Industry and Technology Education, the Director of Adult Education/Diversity Programs is responsible for supervising and coordinating assigned non-credit instructional programs including: ESL, VESL, citizenship, emeritus, apprenticeship, and GED as well as tech prep and diversity programs.

DUTIES AND RESPONSIBILITIES

1. Develops, schedules, and supervises projects, programs and courses in assigned instructional areas.
2. Directs and initiates efforts to expand assigned programs into new markets.
3. Networks and builds relationships with public and private entities to collaborate on new and existing programs.
4. Assists in the design and implementation of master plan for Apprenticeship, Diversity and Adult Education programs consistent with the District’s philosophy, mission and goals.
5. Supervises the administration of specially funded or contract projects assigned to the Adult Education/Diversity/Apprenticeship area.
6. Creates programs for emerging populations (i.e., ESL/Citizenship, Community, Industry and Technology Training and Career Training).
7. Supervises personnel working with assigned instructional programs.
8. Prepares and manages budgets.
9. Oversees the distribution of all publicity material for Adult Education/Diversity/Apprenticeship events.
10. Oversees the preparation of facilities and class schedules for assigned instructional programs and courses both on and off campus.
11. Recommends personnel for employment with the assigned instructional programs and evaluates staff and personnel under direct supervision.
12. Develops and promotes special events, seminars and workshops for Adult Education/Diversity/Apprenticeship programs.
13. Directs and develops the maintenance of files, documentation and required reports.
14. Serves as a member on various committees as assigned.

15. Represents the college at community meetings and works with Advisory groups of the Apprenticeship, Emeritus, Diversity, and other Adult Education programs, and regional and state association meetings for Adult Education and Apprenticeship.

16. Prepares District and State Chancellor reports for Adult Education noncredit and apprenticeship classes.

17. Supervises Tech Prep program.

18. Performs other related duties as assigned.

QUALIFICATIONS

REQUIRED:

1. Minimum of a Bachelor's Degree from an accredited college or university.

2. Minimum of two years of formal training, internship, or leadership experience reasonably related to this administrative assignment.

3. Knowledge and understanding of the philosophy and objectives of the community college.

4. Ability to lead, develop, supervise and evaluate personnel.

5. Demonstrated understanding, sensitivity, and commitment to meeting the needs of the diverse ethnic, cultural socioeconomic, and disability background of the student and community population.

6. Ability to establish and maintain effective working relationships with college faculty, staff and students.

7. Ability to effectively communicate orally and in writing with faculty, staff, students and the public.

8. Ability to establish and maintain effective working relationships with college faculty, staff and student.

9. Ability to effectively communicate orally and in writing with faculty, staff, students and the public.

PREFERRED:

1. Master’s Degree from an accredited college or university.

2. Knowledge and/or experience in Adult Education and Diversity Programs.

3. Knowledge and/or experience in Apprenticeship programs.

4. Knowledge of and/or experience in office management; financial and accounting principles; budget management; and special projects and program funding resources.