

## Cerritos College Job Description

Position: Manager, Partnership for Adult Academic and Career Education (PAACE) – Categorically Funded\*

Grade: 26 (Management Salary Schedule)

*\* This position is completely funded by the CAEP (California Adult Education Program) allocation that is provided to the PAACE regional consortium. Continuance of this position is contingent upon continued CAEP funding.*

### **Summary**

Plans, organizes, manages, and coordinates goals and activities supporting strategic processes, program development, and measurement of performance outcomes of the Partnership for Adult Academic and Career Education (PAACE) regional consortium. This position leads the design of innovations and best practices across the regional consortium that align with the goals of adult learners.

### **Distinguishing Career Features**

Under direct supervision of the Associate Dean of Adult Education and Diversity Programs, this position manages and directs activities of PAACE regional consortium, which was formed and operates in accordance with the California Adult Education Program (CAEP) to plan, organize, implement, and assess activities and services, and related AB104 (formerly AB86) mandates and regulations.

### **Essential Duties and Responsibilities**

- Provides vision and leadership for the development and operation of PAACE consortium activities.
- Serves as the regional PAACE's primary point person for the State California Adult Education Program (CAEP).
- Supervises, and monitors project work of assigned personnel.
- Facilitates collaboration among members in the areas of curriculum and assessment alignment, new program and curriculum development, student support services, and other approaches to accelerating student progress and creating clear pathways and seamless transitions for students through the education pipeline under the CAEP program areas.
- Plans, directs, and manages the college California Adult Education Program (CAEP) providing coordination and support activities for the consortium's members and partners.
- Coordinates and facilitates the work of the PAACE through regular, public meetings, open and clear communications, and the provision of appropriate workgroup and professional development opportunities.

- Facilitates and leads regular and frequent communication among all consortium members relating to consortium activities, and provides timely updates on consortium and related regional and statewide activities, legislation, and resources related to adult education.
  - Provides leadership for and coordinates the completion of the PAACE governance plan, regional three-year plan, annual plan, annual budget, annual distribution schedule, assessment plan, and other deliverables required by the state.
  - Monitors and ensures that all PAACE activities and operations are conducted in accordance with approved budgets and plans, and are in compliance with all applicable legal mandates.
  - Ensures that consortium members collect and submit accurate and timely data on relevant adult education activities, including outcomes assessments, student progress and participation, fiscal accountability (for all funds from whatever sources), plan implementation, and others.
  - Advises and provides resources and information to consortium members related to noncredit and adult education program models, best practices, curriculum, assessment, professional development, and related matters that enhance the work of the consortium
  - Submits all deliverables, including reports, to the state and other applicable authorities by established deadlines demonstrating consortium work, progress, and compliance
  - Works with the fiscal representatives of each PAACE member to monitor funds and submit annual budget and quarterly expenditure reports
  - Maintains accurate, detailed, comprehensive records of consortium proceedings, decisions, contracts, and expenditures.
  - Meets with community leaders and cultivates partnerships with local industries/businesses, community organizations, public agencies, and education providers in order to champion consortium objectives, build partnerships, invite participation and collaboration, and leverage resources that will help meet the educational needs of adults in the region.
  - Represents the PAACE at appropriate conferences, workshops, meetings, and webinars.
  - Maintains regular contact with partners and stakeholders to keep them apprised of the PAACE's activities, including the South East Los Angeles County Workforce Development Board (SELACO WDB).
  - Participates and is involved in advisory committees and consultation on college noncredit curriculum (i.e. CDCP certificates) and program development for all consortium members that support comprehensive college and career guided pathways to post-secondary
  - Leads the development and maintenance of a communication program of consortium activities, including a website, newsletter, outreach, and other marketing materials.
  - Collaborates with stakeholders to identify gaps in services and to develop appropriate strategies to address these gaps
  - Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

## **Qualifications**

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the Cerritos College service area and commitment to participating in professional activities, continued education, and improvement of skills. Strategic planning in organization and management practices, assessment, analysis and evaluation of programs, policies, and administrative needs; excellent oral and written communication and team building skills

### **Knowledge of:**

- Best practices in serving the needs of the adult learner and underprepared students
- Local, state and federal community college noncredit/adult education policies, procedures, practices, laws, and regulations
- Educational practices, rules, processes, and procedures relating to credit and noncredit courses, grant administration, adult education, and student success
- Adult basic education programs that are required to fulfill the objectives of the PAACE consortium, including job training and others
- Principles, practices, and methods of management and program evaluation
- Outreach and recruitment techniques

### **Ability to:**

- Interpret, apply and explain rules, regulations, policies and procedures
- Display positive leadership, supervision, and evaluation
- Effectively lead teams with a collaborative style in a collegial environment,
- Network with local and state agencies
- Be a fair-minded and ethical leader with excellent interpersonal and communication skills, both oral and written form
- Analyze situations accurately and adopt an effective course of action
- Develop, implement, and evaluate programs and services
- Utilize data and assessment to make improvements for programs and services
- Develop and monitor budgets and effectively utilize resources
- Effectively manage priorities in large, complex, and diverse operational units
- Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures
- Plan and work independently with little direction and meet schedules and time lines
- Establish and maintain cooperative and effective working relationships with others
- Plan and organize work involving multiple stakeholders
- Maintain confidential information and accurate records
- Deliver formal and influential presentations toward goal achievement

## **Physical Abilities**

The position requires the ability to function indoors in an office environment engaged in work of a primarily sedentary nature and move to work locations on and off-campus. Requires the ability to sit at a desk for extended periods to accomplish work and to retrieve work materials. Requires manual and finger dexterity to use a personal computer keyboard and pointing device and other common office equipment. Requires visual acuity to read and recognize printed materials, and view computer screens. Requires speech and

hearing ability to project voice to a large audience, carry on telephone conversations, hear and grasp verbal communications and equipment prompts. Requires the ability to work during off-hours.

**Education and Experience**

Bachelor's degree from a regionally accredited college or university. Two years experience in leading educational programs and services reasonably related to this administrative assignment with a minimum of one-year supervisory experience. Preferred Master's degree from regionally accredited college or university. Experience in noncredit or adult education programs demonstrating K-12 and other partner collaboration that provide the necessary knowledge and skills to support the PAACE Consortium.

**Licenses and Certificates**

Requires a valid driver's license

**Working Conditions**

Work is performed indoors where minimal safety considerations exist.

Board Approved: 12/11/19