

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PROGRAM ADMINISTRATOR-ADULT AND COMMUNITY EDUCATION/ ADULT EDUCATION and GRANT FUNDED PROGRAMS

BASIC FUNCTION:

Under the supervision of the Director of Adult and Community Education, plan, organize and implement the operation and evaluation of adult and community education programs; oversee and evaluate adult and community programs; train and supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize and implement the operation and evaluation of adult education and grant funded programs; assure program compliance with district, state and federal laws, rules and regulations; coordinate and facilitate adult education and fee based programs.

Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Director regarding state and federally funded adult education programs; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the Director of unusual trends or problems and recommend appropriate corrective action.

Implement and manage English Literacy Civics, Community-Based English Tutoring, Workforce Investment Act Title II, Even Start Family Literacy programs and other ESL programs at selected elementary, secondary and community sites throughout district.

Coordinate and manage CalWORKS programs; assume compliance with CALWORKS rules, regulation and policies.

Direct the preparation and maintenance of a variety of adult education narrative and statistical reports, records and files related to assigned activities and personnel; compile and analyze adult education data per the state and federal guidelines.

Assist in the development of course outlines and the selection of instructional material, supplies and equipment.

Control and authorize expenditures in accordance with established limitations.

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Implement various programs and activities designed to enhance fee-based and grant-funded education programs; utilize resources to align all adult education programs with state and federal content standards.

Attend and conduct a variety of meetings, conferences and workshops as assigned.

Operate a computer and assigned software programs; operate other office equipment as assigned; operate a vehicle to conduct work.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

CASAS assessment and competency systems
TOPS Pro Data Management Information System.
California Adult Education Model Standards
Workforce Investment Act, Title II regulations
Planning, organization and administration of adult and correctional education programs.
State, federal, county and private funding sources relevant to adult education.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and implement the operation and evaluation of adult and community programs.
Supervise the performance of assigned personnel.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Manage the maintenance of a variety of reports and files related to assigned activities.
Maintain consistent, punctual and regular attendance.

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EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: masters degree in related field and three years in teaching or educational administration in an adult education environment.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office, classroom and community environment.

Driving a vehicle to conduct work.