

Executive Director, Adult Education

FLSA Status: Exempt

Pay Grade: 99

Job Title ID: 22121

Job Series/Job Family: Administrator Series / Administrator Family

Reports To

Vice President, Workforce Education

Job Purpose

Directs the planning and administration of the ACC Adult Education program.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Supervises and coordinates all Adult Education program activities.
2. Develops and oversees the implementation of annual program plans and budgets based on TEA and other funding agency guidelines.
3. Supervises the development of curricula and assessment systems.
4. Sets program and staff performance goals.
5. Hires, supervises, trains and evaluates support and instructional staff.
6. Manages Adult Education budgets, including federal and state funding sources.
7. Develops partnerships within the community for Adult Education services. Develops agreements between ACC and partner organizations.
8. Serves as fiscal agent responsible for federal and state Adult Education grants.
9. Implements and evaluates a targeted recruitment plan.
10. Solicits grant opportunities funding to further goals and objectives of the Adult Education Department and its program partners. When grants are achieved, provides leadership to ensure the grants are fully functional and fiscally prudent.
11. Prepares reports to fulfill college, state and federal reporting requirements.
12. Presents program performance reports to ACC Board of Trustees.
13. Serves on regional and state Adult Education committees.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- The community college philosophy and mission.
- Effective leadership and ethics techniques, including Servant-Leadership principles.
- Budget development and expense control.
- Supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Project planning, development and implementation.

- Maintaining confidentiality of work related information and materials.
- Presenting information and summary reports internally and to the public.
- Handling multiple projects and meeting deadlines.
- Working in a collaborative manner with diverse constituencies.
- Working effectively with a diverse and multi-cultural student body and staff.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Managing budgets and manpower needs.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- Five years related work experience including grant writing experience, budget development and management experience or non-profit management experience.

Education

Required

- Master's degree in Education, Educational Administration or a related field.

Safety

Required

- Provide resources for safe operation of units. Create and support workplace safety.