



Teaching • Understanding • Serving • Developing

Date Adopted:

Range: \$49,690 - \$58,130

Classification: Management

## Job Description

## Adult Education Project Manager

### DEFINITION

Under the direction of a District and/or Site Administrator, the Project Manager plans, organizes, implements, directs and provides supervisory support of the Adult Education Program. Ensures curriculum is being followed and is in line with the Adult Education Block Grant. Work closely with teachers and classified staff to ensure the enrollment/articulation process is completed properly for students enrolled in Adult Education. Schedule and facilitate meetings and conferences with students and staff.

### EXAMPLES OF DUTIES – *Not all inclusive*

- Plan, develop, and coordinate Academic and Non-Credit Educational Programs.
- Identify and develop course and programs across various disciplines (classroom based, off-campus or online) in response to request from faculty, students, or community organizations.
- Coordinate with faculty to deliver successful learning opportunities.
- Coordinate with instructors, academic departments, and college partners to obtain approval for course offerings.
- Identify and arrange for facilities, services, materials, supplies and equipment as necessary for courses, including arranging for contracts.
- Coordinate and participate in planning of professional development for Adult Education.
- Monitor student progress and develop strategies with the Adult Education Teachers to improve student learning outcomes.
- Coordinate orientations for new Adult Education Teachers.
- Assist with the evaluation of current curriculum.
- Assist with transitioning to on-line curriculum.
- Develop and implement an Adult Education Family Literacy Program.
- Write grants and reports.
- Develop a tutoring program and recruit volunteers.
- Schedule and facilitate meetings, videoconferences, and special events.
- Develop and maintain an outreach plan and calendar.
- Solicit paid/unpaid internships and volunteer opportunities for students.
- Develop a public relations plan to keep all stakeholders, community members, and media abreast of opportunities, accomplishments, and goals.
- Create forms and documents (editable PDF, Excel spreadsheets, etc.).
- Other duties as assigned.

### QUALIFICATIONS

#### Knowledge of:

- Appropriate English usage, spelling, grammar, punctuation, and arithmetic processes.
- Standard office machines and equipment, and proficiency in Microsoft Office Applications.

#### Ability to:

- Maintain the security of sensitive, confidential, and privileged information.
- Compose correspondence in response to routine inquiries.

- Perform appropriately in situations requiring specialized knowledge, tact, and good judgment.
- Type or keyboard a net corrected speed of 45 words per minute.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.

Experience:

- Employment in a public education setting desirable
- Past experience in grant or project management
- Experience working with community agencies that interface with public education
- Experience managing and maintaining budgets.

Education:

- Appropriate teaching credential or bachelor's degree in education or related field.

Condition of Employment:

- Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.
- This position has a probationary period of one year.
- 210 workdays per year, 8-hours per day.