**North Santa Clara County Consortium**

**Request for Services**

**Director of Adult Education Program**

Opening Date: January 30, 2021

Closing Date: February 28, 2021

Classification: Independent Contractor

Start Date: On or before July 1, 2021

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**JOB TITLE:** Director of Adult Education Program for North Santa Clara County Consortium

**REQUEST FOR SERVICES:**

The North Santa Clara County Consortium (NSCCC) is seeking a collaborative and dynamic leader to fill the role of Director of Adult Education Programs (CAEP). Reporting to the NSCCC Leadership Board, the Director will have the opportunity to bring together educators across the North Santa Clara County to develop and expand integrated pathways for adult learning. The Consortium is comprised of three adult schools, Fremont Union High School District Adult School, Mountain View Los Altos Adult School, and Palo Alto Adult School, along with Foothill and De Anza Community Colleges.

**Example of Duties:**

1. The Director will provide guidance and leadership that ensures the Consortium’s efforts and actions remain aligned to the Consortium’s mission and plan.
2. Serve as the primary point of contact for the North Santa Clara County Consortium.
3. Provide coordination and support activities for Consortium’s members and partners.
4. Attend and facilitate all Leadership Board Meetings. Plan, schedule, notice, assist in procuring locations, prepare agendas, and provide other assistance as needed by Co-Chairs for the Leadership Board Meetings.
5. Create and manage a master calendar of Consortium and related stakeholder meetings, events, deliverable deadlines.
6. Communicate in a timely manner the information necessary to support decision-making by the Leadership Board and communicate decisions to Consortium members.
7. Serve on all workgroups, attend workgroup meetings, and provide guidance and support to workgroups. Coach and mentor work group Co-Chairs and subgroup Chairs as needed. Serve as a resource for the Co-Chairs as well as a resource for professional development as needed.
8. Monitor progress toward established goals and timelines while ensuring that Consortium activities align with stated objectives in planning documents.
9. Remain current with all aspects of CAEP through the participation in statewide webinars, trainings, and conferences and apprise Leadership Board and workgroups as appropriate. Provide relevant information from other statewide CAEP Consortia Initiatives, model programs, and best practices and find clarifying answers from the state to consortium questions or concerns.
10. Coordinate and ensure State and Consortium fiscal monitoring and reporting requirements are met in compliance with all State and Consortium standards, attend trainings and statewide consortia meetings to stay informed, communicate with state CAEP personnel to clarify compliance issues and/or questions, and provide updates to consortium members.
11. Submit all required CAEP reports and deliverables to the state in a timely fashion (e.g. – annual plans, budgets, updates, etc.)
12. Provide the Consortium with reports of activities as needed (e.g. – progress reports to Leadership Board and Consortium).
13. Provide data dashboard management, consortium member guidance and training for effective use of same.
14. Meets with community leaders as needed to represent CAEP and partnerships related to continuing education and programs.
15. Provide planned and ad hoc communication with key leadership within each of the member partner institutions.
16. Manage public relations, brand awareness, marketing and consortium website.
17. Assess the organizational effectiveness and capabilities of the consortium and make recommendations to the Leadership Board concerning areas for improvement and strategies for achieving consortium goals.

**Minimum Qualifications**

**Education and Experience:**

A Bachelor’s degree from an accredited college or university and approximately three (3) years of increasingly responsible experience in administering and/or supervising adult education programs which provides the necessary knowledge and skills to support CAEP work.

**Preferred Qualifications**

**Education and Experience:**

* Master’s degree from an accredited college or university
* Experience with English Language Learners or English as-a-Second Language instruction
* Higher education or high school administrative experience
* Teaching experience

**Knowledge of:**

* Managerial principles and practices
* Program evaluation principles, practices, and methodologies
* Student assessment and placement practices, methods, and theory in adult education, higher education, and workforce development contexts, Statewide CAEP education, legislative issues and compliance
* Applicable Federal, State, and local laws, codes, and regulations
* Best practice budgeting principles and processes
* Grant applications and grant supervision
* Job training, WIOA, CalWORKs, and adult basic education programs as necessary to the completion of the CAEP grant and work plan requirements

**Ability to:**

* Demonstrate sensitivity to and understand the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of adult students and the community
* Collaborate with a variety of groups and educational leadership in order to complete the goals of the work plan
* Build effective teams from diverse personnel and work cooperatively with others
* Communicate clearly and concisely, both orally and in writing
* Establish and maintain effective working relationships
* Guide assessment and share findings for continuous improvement of programs and services
* Analyze and troubleshoot difficult situations accurately and propose an effective course of action
* Monitor and review expenditures both for fiscal efficiency and for grant-supported resource allocation
* Maintain and archive detailed records; prepare reports; propose policies and programs
* Interpret, apply, and explain applicable Federal, State, and local laws, codes, and regulations, including appliable sections of the California Education Code and Title V of the California Code of Regulations
* Compile, organize, and interpret complex data and information from a variety of sources including the Data Dashboard
* Utilize a computer and related software applications to facilitate communication and collaboration
* Develop and administer surveys; collate and summarize program goals, objectives, and procedures
* Update and maintain website and marketing materials
* Work independently with little direction

**Compensation and Timeframe of Contract**

**Compensation:**

Hourly rate is $75 per hour for an average of twenty hours per week and not to exceed $96,000.00 for one year. As a contract position, the person hired is responsible for all business expenses incurred. Approved travel and conference expenses will be reimbursed.

**Timeframe:**

This position is a contract for one year July 1, 2021 to June 30, 2022, with an available training period between date of hire and end of June 30, 2021 to overlap with current outgoing Director for job shadowing and training. Contract renewal based upon performance.

**Application Process:**

\*\* To be considered, each candidate MUST SUBMIT:

1. Job-related resume highlighting experiences and interest in this position
2. Cover letter, which states how the candidate specifically meets the qualifications
3. Three professional references

**ALL application materials will be sent to**:  [nsccstc@gmail.com](mailto:nsccstc@gmail.com)

**Upon Hiring:**

1. A copy of your current Driver’s License. (If selected, it is the candidate’s responsibility to provide the original license for verification purposes.)
2. Verification of educational qualifications

**Timeline for Application:**

The deadline for the application (resume, cover letter, references) is Sunday, February 28, 2021, at 5:00 PM.

For more information about the NSCC Consortium:

<https://nscadulted.com/>