AB 86 Project Director (categorically-funded) Cabrillo College

SALARY: See Position Description
OPENING DATE: 07/17/15
CLOSING DATE: 08/14/15 11:59 PM; however, applications will be accepted until filled

EMPLOYMENT OPPORTUNITY:
Under general direction of the Vice President of Instruction, the categorically-funded AB 86 Project Director provides leadership for program development in accordance with appropriate regulations and guidelines. The AB 86 Project Director plans, organizes, directs and controls the activities, services and operations associated with AB 86 work plans and legal funding requirements.

EXAMPLES OF DUTIES:
● Provides leadership and long-range planning for program development in accordance with appropriate regulations and guidelines
● Oversees and participates in curriculum development and/or modification for new and existing programs; develops and integrates related outcomes
● Interprets, applies and explains applicable Federal, State, and local laws, codes, and regulations; including applicable sections of the California Education Code and Title 5 of the California Code of Regulations
● Prepares, submits, and monitors the annual budget for the AB 86 collaborative, as well as the AB 86 grant submission and associated processes
● Coordinates registrations for students moving from adult education to the community college Works closely with the adult education K-12 sites
● Serves on all AB 86 committees including steering committee and working committee’s consortium Assists with the development and implementation of the non-credit instructional curricula
● Meets with adult education and noncredit curriculum leaders and other key faculty on a regular basis to coordinate all instructional programs and services
● Represents the Santa Cruz County AB 86 consortia at appropriate conferences, workshops and webinars
● Meets with community leaders as needed to represent AB 86 interests in the areas served by Continuing Education programs and services
● Uses word processing equipment and prepares reports using computer and various software applications for the AB 86 project
● Performs related duties and responsibilities as required or assigned

MINIMUM QUALIFICATIONS:
● Bachelor’s degree from an accredited college or university and approximately three years of increasingly responsible experience in administering and/or supervising adult education programs which provides the necessary knowledge and skills to support the AB 86 project.
Knowledge of:
- Managerial principles and practices
- Program evaluation principles, practices and methodologies
- Statewide AB 86 education, legislative issues and compliance
- Statewide AB 86 grant application, submission and evaluation processes
- Applicable Federal, State, and local laws, codes and regulations
- Budgeting principles and practices
- Non-credit, non-credit ESL, community services, grant applications and grant supervision
- Job training, CalWORKs, and adult basic education programs as necessary to the completion of the AB 86 grant and work plan requirements

Ability to:
- Develop and administer program goals, objectives, and procedures
- 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
- Utilize a computer and related software applications
- Analyze and troubleshoot difficult situations accurately and adopt an effective course of action Develop, administer and maintain program budget
- Maintain detailed records and prepare reports, proposals, policies and programs
- Communicate clearly and concisely, both orally and in writing
- Effectively respond to situations and/or incidents using sound judgment and decision-making skills Interpret, apply and explain applicable Federal, State, and local laws, codes, and regulations; including applicable sections of the California Education Code and Title 5 of the California Code of Regulations
- Compile, organize and interpret complex data and information from a variety of sources
- Work independently with little direction
- Establish and maintain effective working relationships with those contacted in the course of work

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

Other Requirements:
- Possession of and ability to maintain a valid California driver’s license and a safe driving record during the course of employment.
- Assignment may include evenings and/or weekends as needed

ADDITIONAL INFORMATION:
Please Note: To ensure an accurate evaluation of your application materials, please submit information regarding your education, experience, knowledge and abilities as they relate to the minimum qualifications. When filling out the online application, it is important that you fill out all sections completely. Do not leave blank spaces noting "see resume." When adding attachments, please redact ALL of the following items which appear on any attachment before you submit it: social security number, birth date, age, gender, birth place and personal photos.

Salary: Full-time categorically-funded classified management assignment, 11 months per year (206 work days per year), Monday through Friday, with evenings and/or weekends as needed, pending continued categorical-funding and Governing Board ratification. Current eight-step schedule ranges from $4,802 to $6,758 per month. Classified administrators are required to join the Public Employee's Retirement System (PERS) and as such must contribute up to 7% of their monthly salary to PERS on a pre-tax basis. In addition, Cabrillo College currently provides an annual doctoral stipend of $3,434 for eligible employees.

Cabrillo College currently provides a benefit stipend for medical, dental, life and long-term disability insurance for employees and eligible dependents.

Application Process:
**To be considered, each candidate MUST SUBMIT:
1. Completed Employment Application
2. Job-related resume
3. Three recent job-related letters of recommendation which address the candidate’s ability to perform the duties of this position.
4. Verification of educational qualifications (Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant.):
   • Transcripts from all colleges attended (copies and downloads are acceptable) OR official proof of request for transcripts. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees or other documents as may be required.

5. Supplemental Application for Equivalency Determination and supporting documentation. (This is only necessary if candidate does not possess and submit proof of specified degrees listed in minimum qualifications OR possess and submit copy of a valid lifetime credential.)

6. Copy of current California driver's license.
**If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

Selection Procedure: Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted.
Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

Application Deadline: Applications will be accepted until the position is filled. Initial screening of applications will begin on Friday, August 14, 2015. All completed applications received by this date will receive a full screening; however, applications will be accepted until the position is filled.

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.

APPLICATIONS MAY BE FILED ONLINE AT:

http://cabrillo.edu

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Cabrillo College is an Equal Opportunity, Affirmative Action Employer, complying with the Civil Rights Act, The Education Amendments, the Rehabilitation Act, and Federal and State laws which prevent discrimination. Cabrillo actively seeks qualified applicants from both sexes, form ethnic minorities and the handicapped in order to ensure a desired diversity of staff.