Job Posting
Director, Sequoias Adult Education Consortium
Reports to: District Administrator
Location: Visalia, CA
Start Date: TBD
Posting Closes: November 27, 2015

OVERVIEW:
As an employee of Visalia Unified School District and under the direction of Sequoias Adult Education Consortium Board, the Program Director will manage, plan, and coordinate activities of the Sequoias Adult Education Consortium to ensure that program goals, objectives, outcomes and deliverables are completed within the established timeline. The candidate will provide leadership for the Sequoias Adult Education Consortium to create stronger transition opportunities for adult education between the Adult Schools, Community College members of the consortium, and into the workforce by creating an innovative system that adapts to the changing educational and labor market needs of the region. He/she will be integral in relationship building with partners providing adult education or support to adults seeking training. He/she will provide leadership, direction and oversight to a staff of Adult Education Navigators hired to development specific connections in a designated service of the Consortium. The candidate will report measures of success and other adult education regional comprehensive plan outcomes directly to the SAEC Board.

PRIMARY DUTIES AND RESPONSIBILITIES:
1. Lead the AB 86 Sequoias Adult Education Program Consortia planning team in the formulation, implementation and evaluation of program objectives and priorities.
   - Manage grants, relationships with consortium members and partners, budgets, implementation strategies, and acts as the region’s liaison to state
   - In collaboration with assigned partners, develop milestones and timelines; track and report goals, outcomes, and deliverables to all program stakeholders.
   - Organize and manage logistics for regular meetings including teleconferences or in-person meetings including travel, events, agendas, preparation of reports for regular updates, meeting minutes, and follow up actions.
   - Manage planning budget in collaboration with consortium members, appropriate district administrators, and district accounting staff.
   - Establish and maintain accurate, timely and complete recordkeeping processes.
   - Participate in meetings required by funding source, which may require out-of-state travel.
   - Provide coordination leadership in a consortium

2. Build community relationships and partnerships to identify and address labor market and field needs.
   - Maintain relationships with business, labor, industry, governmental agencies, and community organizations.
- Communicate an informed understanding of the objectives and outcomes of the program to
district administrators, Consortium, and other program stakeholders.
- Operate in fairness and equity toward all members and partners of the Sequoias Adult
Education Consortium.

3. Supervise staff and related program implementation to create measurable outcomes.
- Manage staff, including training, ongoing professional development, daily operations, and
ongoing performance evaluations across multiple agencies.
- Align staffing for successful strategy implementation across multiple agencies
- Conduct regular gap analysis, and reassigns resources, to meet objectives of Consortium plan.
- Monitor and report progress towards program goals, objectives, outcomes, and deliverables.
- Collect and analyze a variety of complex data and information. Perform statistical analysis and
summarize findings in applicable reports and other communication mediums and report to the
SAEC Board, partner organizations, and state agencies.

4. Manage public relations, brand awareness and marketing, and website maintenance.
- Participate in/on a variety of meetings, committees, task forces, and/or other related groups to
communicate information regarding services, programs, areas of opportunity, and/or other
pertinent information as appropriate.
- Represents the District on Local, State, and National committees, advocacy groups, and/or other
related groups.
- Confer with a variety of governmental agencies and other organizations regarding program
issues.

5. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES
Knowledge Of: Implementation and administration of specially funded programs; computer-based
technology for management of assigned program/project; the goals of shared governance; principles
and practices of administrative organization and management, planning, supervising and evaluating the
work of others, employee motivation and training; applicable federal, state, local, district and college
laws, rules and regulations, and collective bargaining contract provisions; complex business level English
usage, spelling, grammar and punctuation; modern office tools such as computers and printers; typical
modern office computer software programs; report and presentation writing.

Ability To: Manage and administer a specially funded, large scale program across multiple agencies; use
organizational skills that enable performance of duties in a timely fashion with attention to detail;
effectively communicate orally and in writing; manage financial resources effectively including
determining how best to utilize resources and managing budgets and expenditures; use personal
computers utilizing typical office software applications, including the Internet; work effectively with
managers, faculty and staff in a participatory governance environment to accomplish the goals and
objectives of the assigned program or project; exercise good judgment; communicate effectively and
constructively with persons of diverse cultures, language groups, and abilities; demonstrate sensitivity
to and ability to work with the diverse academic, socioeconomic, cultural and ethnic backgrounds of
adult education students, faculty, and staff, including those with disabilities; establish and maintain
effective working relationships with those contacted in the course of work; travel across the
Consortium’s approximate 5,000 square mile service area.
The candidate should possess:

- Proven successful experience working with a board
- Ability to facilitate multi-agency collaboration
- Proven success managing large scale projects including budgeting, program implementation, multi-agency coordination, supervision of staff, and collaboration between public, private, and non-profit entities.
- Ability to influence cooperation and compliance with work methodologies without direct supervisory authority
- Knowledge of and experience with adult education programs, services, and needs
- Effective project facilitation skills
- Excellent analytical, organizational, project management, marketing, budgeting, negotiation, strategic and business planning, communication and interpersonal skills
- Ability to develop and apply flexibility, resourcefulness, and creative approaches to unique problems with an understanding of the full adult education context
- Proven supervisory and leadership skills

**MINIMUM QUALIFICATIONS**

1. Bachelor’s or Master’s degree or equivalent foreign degree from an accredited college or university, AND
2. Three (3) years of related administrative experience
3. Classified or Certificated (to be determined based on the selected candidate)
4. A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of adult education students.
5. Proficient with computer applications and software applications.
6. Must possess a valid California Driver’s license.

**DESIRED QUALIFICATIONS**

1. Experience working with a board.
2. Has demonstrated experience in collecting and analyzing a variety of complex data and information. Related experience with statistical analysis and summarization of findings in applicable reports and other communication mediums.
3. Has demonstrated experience in program and organizational design.
4. Has familiarity with Adult Education and related systems.

**PHYSICAL REQUIREMENTS:**

TBD per HRD

**CALENDAR AND COMPENSATION**

- 225 day calendar, Division B, VUSD Certificated Management Salary Schedule or comparable placement on the VUSD Classified Management Salary Schedule.
- Salary: $123,882--$138,162
- Health benefits

**HOW TO APPLY:**

All candidates must submit the following:
1. Completed application form
2. Personal letter of application
3. A resume
4. Three letters of recommendation

Please direct inquiries to: Ian Morris, VUSD

Visalia Unified School District does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, and mental or physical disability.

Sequoias Adult Education Consortium Board Approved: 11/3/2015