

Program Specialist III/Administrator – Career Preparation & Adult Education

Purpose Statement

The job of Program Specialist III/Administrator – Career Preparation & Adult Education is done for the purpose/s of serving as liaison with district administrators, teachers, support staff, educational, agency, business and community partners to facilitate the provision of quality career preparation and adult education courses and programs and implementing and maintaining programming and services within established guidelines and standards.

This job reports to Director, Teaching & Learning

Essential Functions

Collaborates with district personnel and other educational, business, agency, and community partners for the purpose of implementing and maintaining services and/or programs.

Evaluates programs and/or projects (e.g. developing tools to measure outcomes, gathering feedback from participants and partners on courses; using labor market information to guide program development and evaluation, etc.) for the purpose of carrying out and achieving objectives within area of responsibility.

Facilitates meetings, processes, etc. (e.g. networks such as the transition advocate network, advisory boards, project steering committees, cross-system collaborations, etc.) for the purpose of implementing and maintaining programs and services which achieve desired objectives.

Implements assigned programs and/or projects (e.g. work-ready certificate, internships, mentorships and pre-apprenticeships and other work-based learning programs, etc.) for the purpose of conforming to district and state curriculum, California Education Code and labor laws, workforce and career development best practices, and/or instructional objectives.

Maintains a variety of manual and electronic files and/or records (e.g. grant proposals and reports, data on program outcomes, student data for adult education reporting, database of work-based learning opportunities, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.

Monitors assigned district activities and/or program components (e.g. providing technical assistance to district internship coordinators, career counselors and Career Technical Education directors; actively participates in California Adult Education Program consortia, etc.) for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.

Participates in the training and coaching of personnel (e.g. training, support and evaluation of adult education teachers, including support for program and curriculum development, adult education workforce specialists and other staff supporting career preparation programs and adult education, etc.) for the purpose of enhancing productivity of personnel and ensuring that objectives of Career Preparation and Adult Education programs are achieved within budget.

Prepares a wide variety of written materials (e.g. curriculum and course materials, training modules, grant reports, correspondence, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Presents information on a variety of topics (e.g. work-based learning, classroom teaching strategies, best practices for career technical education (CTE), adult education, and workforce and career development, etc.) for the purpose of communicating information and/or gaining feedback.

Researches a variety of topics (e.g. current best practices for career preparation and adult education, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of program requirements.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; facilitating meetings; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent's, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: work-based learning, career development, and workforce development, project-based learning.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; managing multiple projects; adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. The job is performed in a generally hazard-free environment and in a clean atmosphere.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelor's degree in job-related area

Equivalency:

Required Testing:

Certificates and Licenses

Teaching Credential
Administrative Services Credential
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

8/1/2022

Salary Grade

115