



El Camino College

Director of Adult Education and Work-Based Learning Initiatives



BASIC FUNCTION

Under the general direction of the Dean of Community Advancement, the Director provides leadership in establishing, delivering, and expanding educational programs for the District, including adult education, apprenticeships, and other work-based learning programs. Liaises with strategic partners, including the South Bay Adult Education Consortium, employers, and others. Applies for and secures grant funds that are designed to prepare and support learners in gaining education, experience, and skills which will help them reach their education and career goals.

ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is situated on a beautiful and spacious 126-acre campus near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

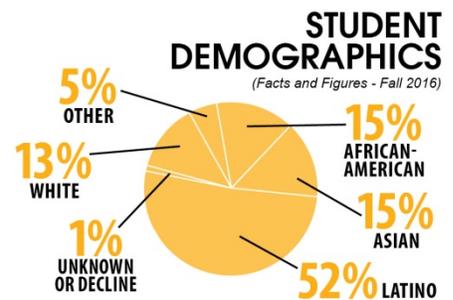
As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities.

El Camino College provides many opportunities for students to succeed. Through the Honors Transfer Program, El Camino College transfers hundreds of students each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

MISSION STATEMENT

El Camino College makes a positive difference in people's lives. We provide excellent comprehensive educational programs and services that promote student learning, equity, and success in collaboration with our diverse communities.



DIRECTOR OF ADULT EDUCATION AND WORK-BASED LEARNING INITIATIVES

Division: Community Advancement
Posting Closing Date: March 22, 2021
Req: C2021-007
Location: El Camino College
Position Type: Classified Administrator

REPRESENTATIVE DUTIES

Plan, direct, and manage the college's California Adult Education Program (CAEP) to help Adult Education School students transition to college-level coursework and/or the workforce.

Establish, register and manage apprenticeship programs that are compliant with state and federal regulations, college policies, apprenticeship standards, and specific industry licensure and certificate requirements.

Collaborate with industry, community organizations and other stakeholders to build, maintain, and develop strategic partnerships that result in effective work-based learning programs like internships, cooperative education and apprenticeships programs. Identify and initiate contacts of prospective work-based learning partners.

Coordinate and develop promotional and marketing themes, promotional publications, advertising and public relations activities for department programs in consultation with the District's Marketing and Communications department.

Project staffing needs; provide leadership in the recruitment, selection, and evaluations of instructional personnel, staff, and other subject matter experts. Supervise and evaluate the performance of professional and subordinate personnel to ensure that program objectives are being met; assure efficient program operations; assign and review work. Recommend training and other professional development opportunities as needed.

Oversee and evaluate the delivery of training programs; review and approve training materials and make adjustments as necessary to meet the obligations of department grants.

Assess program operations and activities in terms of cost-effectiveness and program goals. Review work methods, products, procedures, and functions to assure efficiency and financial self-sufficiency.

Prepare and administer annual operational program budgets.

Develop and maintain strong, cooperative and effective relationships with internal staff members and departments including Academic Affairs, instructors, counselors, academic deans, and others as required.

Perform public relation duties by representing department programs in the community; network and coordinate with other relevant District departments and personnel, local, state, and national economic development and governmental entities, business and industry leaders.

Ensure the proper and timely completion of required reports. Manage departmental risks and health/safety issues in consultation with the Director of Risk Management.

Perform other administrative duties as required and/or assigned.

JOB QUALIFICATIONS

Education and Experience:

Master's degree in a related field and three (3) years progressively responsible experience related to workforce vocational training and/or apprenticeship education and/or California Adult Education Program management; OR Bachelor's degree in a related field and five (5) years progressively responsible experience as described above.

OTHER QUALIFICATIONS

Knowledge/Areas of Expertise:

Federal and state laws and related policies governing CAEP and apprenticeships.

Grant management techniques, data collection, audit, evaluation, and grant reporting.

California Community College Chancellor's Office grant project compliance, performance, and reporting.

Program development and evaluation.

Program and project management.

Principles and methods of marketing, promotion, and public relations techniques.

Principles of adult learning theory, group dynamics, and human behavior.

Course development and implementation.

Budget preparation and financial planning.

Abilities/Skills:

Sensitive to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of students and of persons with disabilities.

Interpersonal skills that demonstrate tact, patience and courteousness.

Advanced skills using a computer and assigned software.

Oral and written skills to present the department programs effectively.

Establish and maintain cooperative working relationships with the District, regional college staff and students, industries, and community groups.

Work in a fast-changing, entrepreneurial, and project-based environment.

Manage budgets on assigned grants and projects.

Plan and organize work.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Licenses or Other Requirements:

Valid California driver's license.

WORKING CONDITIONS

May be required to drive to off-site locations periodically.

Move from one work area to another.

Hand, wrist and finger dexterity to operate various machines.
Some overnight travel may be required.

SALARY: \$109,524.00 Annually

CONDITIONS OF EMPLOYMENT

Full-time, twelve-month, grant funded (contingent upon available funding), classified administrative position subject to a probationary period. Working hours are Monday through Friday 8:00 a.m. until 5:00 p.m. Excellent fringe benefits including eight 32-hour work weeks during the summer.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as ONE PDF document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

Applicants with disabilities requiring special accommodations must contact Human Resources at least five (5) working days prior to the final filing date:

https://elcamino.formstack.com/forms/reasonable_accommodation_requestform

Please Note: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online. If you need assistance, you may call (310) 660-3593 Ext. 5809 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not** wait until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m.

Closing Date: Monday, March 22, 2021 at 3:00 p.m.

BENEFITS

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental and vision insurance is available, toward which both the College and the employee contribute.

- Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days and are paid at 50 percent.
- Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and Social Security.

INTERVIEW EXPENSES

Only individuals identified for FINAL interviews are eligible to have their expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Candidate must complete a Travel Request and Reimbursement Form and submit it together with all supporting documentation to the Human Resources Department.

FOR FURTHER INQUIRIES AND APPLICATION MATERIAL SUBMISSION, CONTACT:

El Camino College Human Resources

Martha E. Lopez
310-660-3593, Ext. 5809
melopez@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published Annual Security Reports and all required statistical data, which can be found on the Police Department webpage at www.elcamino.edu/about/depts/police/cleryact/index.aspx. These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.

El Camino College is an Equal Opportunity Employer

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.