



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT  
POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Project Coordinator – Senior (Adult Education and Extended Education Sites)		
<b>JOB CLASSIFICATION:</b>	<input checked="" type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
<b>RANGE:</b>	35		
<b>HOURS PER DAY:</b>	Up to 8		
<b>HOURS PER WEEK:</b>	Up to 40		
<b>MONTHS PER YEAR:</b>	Up to 12		
<b>REPORTS TO:</b>	Dean of assigned area or designee		

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

Under the direction of an assigned dean, provide supervision and guidance to the Adult Education Block Grant and day-to-day operations, problem solving and decision-making of the College’s Extended Education sites and associated course offerings. Develop, plan and manage the Adult Education Block Grant program, including budget management, coordination with other campus divisions and services, and coordination of the Shasta Tehama Trinity Adult Education Consortium. Assist Extended Education dean in management of extended education sites and course offerings, including monitoring of the interactive television network. Implement policies and guidelines; provide for reporting and accountability; provide work direction, supervision and guidance to staff; establish and monitor area/program budgets. Exercise leadership in carrying out the College’s strategic plan in close collaboration with other departments and community organizations.

Employees in this job class are overtime exempt, receive administrative direction within a framework of general guidelines, and exercise supervision over faculty and support staff. This is an educational administrative position, which requires excellent communication, curriculum development and strong leadership skills.

**TYPICAL DUTIES**

Adult Education Administration:

- Organizes, coordinates, directs, and supervises the activities and day-to-day operations of the College’s Adult Education Block Grant program.
- Plans and coordinates meetings of the Shasta Tehama Trinity Adult Education consortium.
- Works with the faculty to develop programs and innovative curricula that assist students to succeed in Adult Education classes.
- Determines staffing needs and makes appropriate recommendations for the Adult Education Program.

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- Develops, recommends and implements project/program plans and objectives; coordinates delivery of services to project/program participants; assures participation guidelines are followed.
  - Assures project/program expenditures are within allocated budgets; monitors budgets; proposes budget changes; and participates in project/program budget applications as necessary.
  - Establishes appropriate linkages to special populations or community groups served; promotes project/program through participation in advocacy groups, associations and other local, regional or national organizations.
  - Provides regular reports to management and federal/State agencies as requested; participates on adult education program reviews; assures program compliance with federal or State program guidelines.
  - Coordinates and maintains computerized records on student progress in achieving goals.
  - Develops and implements policies, procedures and processes designed to improve student learning outcomes in Adult Education offerings.
  - Prepares written and oral reports in evaluation of student learning, extended education objectives, and the Adult Education Program.
  - In collaboration with the faculty, leads the efforts to develop and monitor student learning outcomes in the adult education classes and programs.
  - Maintains an understanding and working knowledge of current ideas, research and practices related to the Adult Education Block Grant program.

*Extended Education Site Administration:*

- Provides daily on-site supervision at the Tehama campus and visits the Trinity and Intermountain campuses as necessary; oversees any site administrators for Trinity and Intermountain.
- Participates in the hiring, supervises, assists and evaluates the work of staff; identifies potential faculty to fill positions related to course offerings in accordance with campus hiring procedures and in consultation with the extended education Dean.
- Assists in assessing educational needs and developing a recommended schedule of classes for each extended education site each semester.
- Supervises and coordinates the interactive two-way telecommunications classrooms including being trained in the basic operation and troubleshooting techniques for the system.
- Manages room assignments for extended education courses and resolves day-to-day facility and room conflicts as necessary.
- Coordinates courses offered in locations of close proximity to the extended education sites.
- Serves as the liaison between College administration and site faculty and staff for the interpretation and administration of District policies and procedures.
- Implements policies, procedures and directives according to District, federal or State guidelines.

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- Maintains an awareness of emergency procedures for Shasta College facilities and classes.
- Plans, coordinates and prepares a variety of materials used in project literature, marketing, catalogs and brochures.
- Represents Shasta College on committee assignments for the extended education sites as requested by the Associate Dean of Extended Education or designee, or community need.
- Promotes cooperative relationships with the community and area resources and serves as a liaison between the community and Shasta College.
- Provides problem solving and decision making regarding assigned areas of responsibility.
- Participates in a variety of administrative, board, and other meetings.
- Performs other related duties similar to the above in scope and function as required.

**EMPLOYMENT STANDARDS***Knowledge of:*

- Principles and practices of leadership, management and supervision including planning, organizing, assigning, and reviewing work; performance appraisal and discipline; and employee selection and professional development.
- Budget development, implementation practices, monitoring and control.
- Current issues and opportunities facing California community colleges.
- Policies, objectives and goals of the College's Extended Education and Adult Education Block Grant programs.
- Development and presentation of written and oral reports.
- Applicable laws, codes, regulations, policies and procedures relating to community colleges and the College's Extended Education and Adult Education Block Grant programs.
- Program planning, development, and implementation.
- Computer applications and assigned software.

*Ability to:*

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, cultural backgrounds, and sexual orientation of staff and students, as well as those with physical and/or learning disabilities.
- Manage the activities and operations of a college academic program.
- Provide overall direction and guidance to the day-to-day operations, problem solving and decision making in assigned areas of responsibility.
- Exercise initiative and creativity to meet educational needs and solve problems.
- Identify problems, determine effective solutions, and take independent action for successful results.
- Motivate faculty, staff and colleagues to continually improve programs and services.

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- Establish and maintain cooperative and effective working relationships with those contacted in the performance of required duties.
- Direct, supervise and formally evaluate the work of others.
- Prepare and present effective and comprehensive reports, recommendations, and correspondence.
- Establish and monitor relevant budgets.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Work independently with little direction.
- Communicate effectively in both oral and written forms.
- Utilize interpersonal skills using tact, patience and courtesy.
- Work with designated computer programs and systems.

**QUALIFICATIONS**

*Education/Experience Required:*

- Master’s degree, preferably in Education or in a related field, or equivalent.
- Three (3) years of work experience reasonably related to the position assignment.
- Experience supervising, directing, and evaluating the work of others.
- Sensitivity toward the diverse student population served.
- Experience in developing curriculum/academic trainings.
- Minimum of one year of educational administrative experience is preferred.

**APPROVALS**

Date Created/Revised:	09-15-15 / 10-23-17
Cabinet Reviewed:	09-29-15 / 10-24-17
Board Approved:	10-14-15 / 11-08-17

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)