PALO VERDE COMMUNITY COLLEGE DISTRICT

AB86 PROJECT COORDINATOR

Grant Funded, part-time temporary position

NATURE OF THE POSITION:

Under the direction of the Palo Verde Community College Needles Center Director, the AB 86 Project Coordinator provides professional expertise in coordinating the evaluation of adult education programs within the boundaries of the AB 86 Palo Verde College (PVC) Consortium. This grand-funded, part-time temporary position is available ASAP through June 2015. The AB 86 Project Coordinator will travel extensively to various consortium sites in Blythe and in Needles, California. This position may require work outside our normal business hours of 8:00am to 5:00pm.

EXAMPLE OF DUTIES:

The duties listed below are representative of the essential functions of the position.

1. Coordinate the evaluation of current levels and types of adult education programs within the AB 86 PVC Consortium, including education for adults in correctional facilities; credit, noncredit and enhanced noncredit adult education coursework and programs funded through Title II of the Federal Workforce Investment Act (also known as the Adult Education and Family Literacy Act – Public Law 05-220).
2. Assess current needs for adult education within the AB 86 PVC Consortium.
3. Develop plans for AB 86 PVC Consortium parties to integrate their existing programs and create seamless transitions into postsecondary education or the workforce.
4. Document gaps identified through the evaluation of the adult education programs in the consortium.
5. Implement proven approaches to accelerate a student's progress toward academic and/or career goals, such as contextualizing basic skills and career technical education.
6. Implement joint programming strategies between adult education and career technical education.
7. Arrange and coordinate ongoing professional development opportunities, for faculty and staff to achieve higher program integration and improve student outcomes.
8. Leverage available regional resources to improve the success of local (and other) workforce investment areas.
9. Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of: California Education Code (K-12 and Community Colleges); working with multiple educational facilities; curriculum design, integration and implementation; State and Federal adult education grant programs administration, specifically assessment and accountability requirements for WIA/AEFLA, El Civics, and Career and Technical Education.

Ability to: Plan and implement grant activities; conduct effective budget monitoring; research, compile, and analyze data; use various forms of database and other related technologies; communicate effectively both verbally and in writing; prioritize and schedule workload; prepare and present reports; facilitate consortia meetings in an efficient and effective manner.

REQUIRED QUALIFICATIONS:

EDUCATION AND EXPERIENCE

Any combination equivalent to: a Bachelor's degree and three (3) years of experience in administering/supervising adult education programs. Master's degree preferred.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's License and must have an acceptable driving record (DMV printout required) and current vehicle insurance meeting State of California requirements (proof required).

WORKING CONDITIONS

Environment: Office environment. Driving a vehicle to conduct work as necessary. Requires some evening and weekend responsibility.

POSITION CLASSIFICATION:

Classification is Row 6, on the Classified Management/Confidential salary schedule.

BENEFITS AND POSITON STATUS:

Short-term/grant funded/part-time position. This is a temporary position funded through June 2015. A final report must be submitted within 60 days of the grant end date and is a required part of the employment agreement. This position is part-time; up to 29 hours per week. No benefits available for temporary part time positions.