



Job Description

Job Title:	Director, California Adult Education Program (CAEP)	Salary Range:	25
Date Revised:	4/2/2026	Date Approved:	6/23/2026

PRIMARY PURPOSE

Under the direction of an administrator or designee, the Director of California Adult Education Program (CAEP) provides strategic leadership, coordination, and oversight of the California Adult Education Program and related regional initiatives. The Director administers complex adult education programs and consortium activities; leads resource development, program planning, implementation, evaluation, and reporting. The Director ensures alignment with state and federal regulations, District policies, and collective bargaining agreements (CBAs).

The Director, California Adult Education Program, supervises assigned personnel, facilitates regional partnerships, and advances NOCE's mission to expand equitable adult education pathways, seamless transitions into post-secondary education and the workforce, and improved student outcomes across the North Orange County region.

DISTINGUISHING CHARACTERISTICS

The Director, California Adult Education Program, is distinguished from management classifications by its regional leadership scope, responsibility for consortium-wide planning, and oversight of projects involving multiple institutions, community partners, and state agencies. The Director requires a high level of expertise in adult education and workforce development policies, interagency collaboration, grant administration, budget administration of multiple year CAEP budgets and data-driven program evaluation.

The Director, California Adult Education Program independently leads large-scale regional initiatives, oversees multi-year strategic planning and budgeting, and represents regional adult education consortium at the state and regional levels. The Director, CAEP exercises substantial judgment in interpreting CAEP legislation, guiding consortium decision-making, and ensuring compliance with complex reporting mandates.

ESSENTIAL FUNCTIONS

Examples of essential functions are descriptive and not restrictive in nature.

Leadership, Planning, and Administration

1. Provides leadership in the administration, implementation, and evaluation of CAEP strategies, plans, and related projects in alignment with legal requirements, District policy, and collective bargaining agreements.
2. Conducts research and analysis of regional adult education needs, service gaps, and workforce pathways to inform program development and resource alignment.
3. Facilitates the development of consortium-wide plans that integrate programs across consortium member agencies and create seamless pathways into postsecondary education and workforce opportunities.



Job Description

4. Leads development of annual goals, objectives, staffing plans, and facility needs for assigned strategies; ensures consistency with CAEP requirements and District/NOCE planning documents.
5. Monitors CAEP plan implementation, evaluates program effectiveness, and prepares public-facing information and reports related to assigned initiatives.
6. Leads and prepares for monthly regional meetings for all consortium members.

Budget Development, Fiscal Oversight, and Compliance

7. Develops and prepares annual preliminary budgets for assigned CAEP activities; monitors expenditures to ensure compliance with grant, District, and state requirements; ensures purchases align with established procedures and program needs.
8. Directs the preparation, maintenance, and submission of detailed and comprehensive records, reports, and files related to program operations, budgets, personnel, and facilities.
9. Ensures collection, accuracy, and reporting of required enrollment, performance, and accountability data.

Regional Partnerships, Outreach, and Consortium Coordination

10. Serves as a liaison for consortium members, community partners, workforce agencies, and other stakeholders; represents NOCRC at regional and state venues.
11. Maintains effective communication with NOCE, state, and District administrators, faculty, and staff to resolve issues, exchange information, and coordinate consortium activities.
12. Prepares annual retreats for consortium members and educational partners to maximize resources and ensure deliverables of program outcomes to the State.

Data Management and Reporting

13. Ensures accurate data collection and reporting for Management Information Systems (MIS) requirements related to CAEP programs.
14. Prepares and submits comprehensive reports, records, and files regarding program operations and student outcomes
15. Ensures compliance with all pertinent federal, state, and local laws, relevant contractual obligations, and recognized reporting standards applicable to CAEP
16. Prepares strategic operating plans for the consortium to be submitted to the State.

Staff Supervision and Development

17. Trains, supervises, and evaluates program staff; identifies and provides ongoing training to ensure high-quality service delivery.
18. Plans and organizes staff development opportunities and training activities; provides onboarding and orientation for new faculty and staff.
19. Participates in the campus and/or District hiring process.

Technology and Process Improvement

20. Maintains current knowledge of adult education policies and practices, and new technologies relevant to assigned projects.
21. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.



Job Description

Diversity, Equity, and Inclusion

22. Promotes equity-minded leadership and inclusive practices that address student achievement gaps, with a focus on serving disproportionately impacted populations such as African American, Latinx, Native American, and Pacific Islander students.
23. Participates in District-wide diversity, equity, and inclusion (DEIA) efforts.
24. Participates in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; actively assists in the creation of a welcoming and inclusive work and educational environment; attends and participates in diversity, equity, and inclusion trainings and events.

General

25. Performs other duties that support the overall objective of the position or related duties as assigned.

WORKING RELATIONSHIPS

The incumbent engages and maintains contact with various District administrators, management, faculty, staff, students, vendors, government agencies and organizations, higher education institutions, the California State Chancellor's Office, workforce development, Educational partners and community members.

MINIMUM QUALIFICATIONS

Education and Experience:

- Master's Degree from a regionally accredited institution in a related discipline; **AND**
- Four (4) years of formal training, internship, or leadership experience reasonably related to the assignment; **AND**
- Two (2) years of experience in the management or administration of educational or grant-funded programs.
- **Or**, Any combination of education and experience which would provide the required equivalent qualifications of the position; **AND**
- Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

DESIRABLE QUALIFICATIONS

- Master's Degree in Educational Leadership or Educational Administration,
- Experience in Adult Education, Noncredit, and/or workforce educational program development and administration.
- Experience managing categorical budgets and grants.
- Demonstrated experience fostering an inclusive and welcoming work or educational environment through equity-minded approaches in professional interactions with colleagues and students.



Job Description

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- District and college organizations, operations, policies, procedures, rules, laws, regulations, goals, and objectives related to the area of assignment.
- California Education Code, Title 5, and other applicable laws and regulations related to the area of assignment.
- Knowledge of research project policies, procedures and practices, including data collection and analysis.
- Knowledge of federal and state regulations related to student services, such as Federal Educational Rights and Privacy Act (FERPA).
- Instructional methods and technologies related to the area of assignment.
- Budget preparation and maintenance of grants and categorical programs.
- Knowledge of office administration and management practices and procedures.
- Knowledge of emerging technologies and advances related to the area of assignment.
- Knowledge of terminology, work processes, and local, state, and federal requirements applicable to the area of assignment.
- Knowledge of accounting principles and practices related to budgeting, purchasing, and maintenance of assigned accounts.
- Knowledge of confidential record keeping, filing, file sharing, and filing systems methods, techniques, and procedures.
- Knowledge and awareness of equity and inclusion principles, particularly in the context of student support services.
- General knowledge of community college structures, processes, and student demographics.

Skills:

- Grant-funded programs and budget management
- Special program regulations, policies, and procedures.
- Strong organizational skills with the ability to prioritize and manage multiple tasks efficiently.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Excellent written and verbal communication skills, with the ability to draft clear and concise reports, correspondence, and presentations.
- Data collection, analysis, and reporting, particularly in relation to program outcomes and student participation.
- Computer software programs, applications, databases, and Enterprise Resource Planning Systems (ERP) systems, student information systems (SIS), management information systems (MIS), and data management practices; computer hardware and peripheral equipment related to the area of assignment.

Abilities:

- Ability to independently perform the essential responsibilities of the position.
- Ability to work independently and collaboratively within a team environment.



Job Description

- Ability to assess, analyze, implement, and evaluate research project activities
- Ability to interact positively and professionally with a diverse student population, faculty, and staff.
- Ability to interpret, apply, and explain rules, regulations, policies, and procedures.
- Ability to oversee multiple and changing priorities related to the area of assignment.
- Ability to administer complex budgets in a cost-effective manner.
- Ability to learn and apply emerging technologies and advances related to the area of assignment.
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- Ability to compose correspondence and other written materials.
- Ability to edit, update, and maintain written materials to ensure accuracy, completeness, and compliance with District and/or college policies and procedures.
- Ability to make mathematical calculations quickly and accurately.
- Ability to operate a variety of computer software programs and applications, databases, computer hardware, and peripheral equipment.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to plan, organize, and prioritize workload to meet schedules and timelines.
- Ability to complete work efficiently with a variety of interruptions from administrators, management, faculty, staff, students, and the public.
- Ability to understand and follow verbal and written directions.
- Ability to communicate effectively both verbally and in writing.
- Ability to understand the scope of authority in making independent decisions related to the area of assignment.
- Ability to review situations accurately to determine the appropriate course of action according to established guidelines.
- Ability to provide empathetic and effective support to students, addressing their needs and concerns with professionalism.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability to learn and adapt to new software, systems, and processes as required.
- Ability to provide active assistance in creating a welcoming and inclusive work and educational environment.
- Ability to attend and participate in diversity, equity, and inclusion training and events.
- Ability to provide an inclusive and welcoming work/educational environment.
- Ability to demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.
- Ability to establish and maintain effective and cooperative working relationships with those encountered in the course of work.

SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Possession of or ability to possess a valid driver license based on the need related to the area of assignment if and when travel is required in the course of work.



Job Description

- Travel may be required for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to perform fine/gross finger manipulation, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds, unassisted. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel, and/or crouch; move about the college or District site(s).

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

The incumbent may be required to work a flexible and varying work schedule based on the needs of the department, including evenings and weekends, as needed.

Mental Demands:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

Working Conditions:

Work is performed primarily indoors where minimal safety considerations exist. The incumbent may be subject to constant interruptions and frequent interaction with District and college personnel and the public. Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT



Job Description

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions of the position.

North Orange County Community College District (NOCCCD) is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. NOCCCD is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.

NOCCCD looks for like-minded and inclusive individuals who represent the community's diversity and demonstrate a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.