

Job Description

Position Title: Director for Lifelong Learning

Job Group: Workforce Development

Job Level Group: Director

FLSA Status: Exempt

Position Summary:

The Director for Lifelong Learning is responsible for leadership and oversight of the Workforce Lifelong Learning team. The Lifelong Learning Team has college wide responsibilities and is responsible for: continuing education, noncredit micro-pathways, prior learning assessment, prison training programs, partnerships with community based organizations, oversight of WIOA vouchering, grants and initiatives as needed. This position works closely with the Dean of Workforce Development and Lifelong Learning on key initiatives.

This position is also responsible for administration of a multi-faceted operation and strategic direction; ensure operation of assigned area aligns with college vision and mission; and lead special projects and initiatives assigned by administrative supervisor

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Directs the activities of the Lifelong Learning team to include planning, implementing, administering, and evaluating projects and services having impact throughout the College District-wide. The Lifelong Learning team includes: continuing education, noncredit micro-pathways, prior learning assessment, prison training programs, client services/corporate and career navigation, grants and initiatives as needed.
2. Supervise and mentor employees to include: prioritize and assign work; conduct performance evaluations; ensure staff is trained; and make hiring, termination and disciplinary recommendations.
3. Manage financial operations of the Lifelong Learning Team. Develop, administer, and monitor budgets; implement and allocate resources, approves expenditures and monitors grant compliance.
4. Collaborate and partner with college departments, external institutions, and agencies regarding complex issues or policies impacting assigned programs, services or operations.
5. Develop, oversee and grow partnerships with community based organizations.
6. Represent the team or Dean at events, meetings and committees as needed. Ensure effective and timely communication within and outside of the team and division.
7. Develop, plan, implement, and administer departmental goals and objectives.
8. Develops, plans, implements, and administers strategic planning, organizational goals and objectives.
9. Manage strategic enrollment outreach activities and initiatives in support of the Lifelong Learning Department and larger college wide enrollment goals.

10. Coordinate with Division Deans and Department Heads on the development, oversight, scheduling and management of programs, projects and offerings.
11. Establishes, monitors, evaluates, and improves processes, procedures and/or standards, ensuring alignment with the College mission, values, goals, objectives, initiatives, and local, state, and Federal laws and regulations. Innovate programs, processes and services based on community and college priorities and goals.
12. Administers functional contract proposals and committees; manages the selection and deployment of contracts.
13. Directs and supervises the collection of technical data and the preparation of a variety of complex reports, statements, and communications affecting employees, programs, grants, and service providers or vendors providing analysis and recommendations.
14. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

- Knowledge of regulatory compliance principles and practices
- Knowledge of advising and counseling practices
- Knowledge of business management and fiscal practices
- Knowledge of principles and methods for promoting programs and services
- Knowledge and application of various instructional methodologies
- Skill in budget/resource management
- Skill in people leadership and supervision
- Skill in program development and process improvement
- Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.
- **Institutional Infrastructure:** Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in related field required.
 - Master's degree in a closely related field of study preferred.
 - Five (5) to eight (8) years of related experience required
 - Eight plus (8+) years of related experience preferred
 - Three (3+) years of supervisory experience required
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- DMV Check/Current and Valid AZ Driver's License
- Pre-employment Background Check Required
- Some evening or weekend work