



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: EXECUTIVE DIRECTOR OF ACCEL
REPORTS TO: Director of Adult School **SITE:** Adult School
CLASSIFICATION: Classified Management **WORK YEAR:** 221 Days
SALARY: Administrator-Manager Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: March 24, 2016

The Adult-Education College and Career Educational Leadership (ACCEL) Adult Schools serve a diverse population of adult learners. California's public adult schools are striving to accelerate learning and to help more students reach post-secondary education and careers.

JOB SUMMARY:

Under general supervision, the Executive Director will manage, plan, and coordinate activities of the ACCEL Consortium to ensure that program goals, objectives, outcomes and deliverables as outlined in the Adult Education Block Grant (AEBG) are completed within the established timeline. The incumbent will provide leadership for the ACCEL Consortium to create stronger transition opportunities for adult education students between the Adult Schools, Community College members of the consortium, job training organizations and into the workforce by directing an innovative system that adapts to the changing educational and labor market needs of the region. He/she will be integral in relationship building with partners providing adult education or support to adults seeking training. He/she will provide leadership and support to local ACCEL Coordination Teams comprised of Community College Deans, Adult School Directors, ACCEL Coordinators and Adult School Navigators. The candidate will report measures of success and other adult education regional comprehensive plan outcomes directly to the ACCEL Steering Committee and local School District Boards.

PRIMARY DUTIES AND RESPONSIBILITIES:

The Executive Director carries out the regional, collaborative vision of the Steering Committee regarding programs and staff, in consultation with agency managers.

The Executive Director collaborates with other managers to ensure ACCEL activities are moving smoothly and provides collaborative leadership of the ACCEL staff.

The Executive Director ensures the vision of Steering Committee is implemented.

The Executive Director helps with evaluation of coordinators and other ACCEL staff and makes adjustments to leverage team strengths.

The Executive Director helps ensure flow of information from local ACCEL teams to ensure they have cross-regional visibility.

1. **OVERALL MANAGEMENT AND LEADERSHIP:** Lead the ACCEL Consortia Steering Committee in the formulation, implementation and evaluation of program objectives and priorities.
 - Provide leadership of ACCEL's collaborative decision-making processes, build cohesion across the region, and create clear structures and processes to support collaboration. Ensure productive working relationships with consortium members and partners.
 - Ensure that ACCEL continually reviews and adapts innovations and promising practices. Support a culture of innovation in meeting goals.
 - Participate in cross-consortium learning and coordination processes with other AB 104

- consortia.
 - Manage grants.
 - Manage budgets, implementation strategies, and acts as the region's liaison to state.
 - Ensure compliance with all facets of the Adult Education Block Grant (AEBG) guidelines including the noticing, management and reporting on public meetings.
 - Monitor AEBG related policy development such as WIOA to ensure alignment and coordination of ACqL activities.
 - In collaboration with assigned partners, develop milestones and timelines; track and report goals, outcomes, and deliverables to all program stakeholders.
 - Organize and manage logistics for regular meetings including teleconferences or in-person meetings including travel, events, agendas, preparation of reports for regular updates, meeting minutes, and follow up actions.
 - Manage budget in collaboration with consortium members, appropriate district administrators, and district accounting staff.
 - Establish and maintain accurate, timely and complete recordkeeping processes including all data reporting requirements. Ensure that data reporting procedures are in alignment with all existing and emerging state requirements.
 - Participate in meetings required by funding source.
 - Work with Co-Directors and Steering Committees to set SC Agenda.
2. **COMMUNITY AND LABOR MARKET PARTNERSHIPS:** Build community relationships and partnerships to identify and address labor market and field needs.
- Maintain relationships with business, labor, industry, governmental agencies, and community organizations.
 - Communicate an informed understanding of the objectives and outcomes of the program to district administrators, consortium, and other program stakeholders.
 - Provide balanced support to all member agencies of the ACCEL Consortia.
3. **STUDENT SUCCESS OUTCOMES:** Work in coordination with ACCEL staff and to support students and create measurable outcomes.
- Coordinate with staff, including organizing training, ongoing professional development, daily operations, and developing ACCEL-wide staffing methodologies.
 - Develop strategies to align staffing for successful strategy implementation across multiple , agencies
4. **RESEARCH AND DATA ANALYSIS:** Conduct regular gap analysis to meet objectives of Consortium plan.
- Monitor and report progress towards program goals, objectives, outcomes, and deliverables.
 - Collect and analyze a variety of complex data and information. Perform statistical analysis and summarize findings in applicable reports and other communication mediums and report to the ACCEL Steering Committee, partner organizations, and state agencies.
 - Collection labor marketing information on community and labor market needs.
5. **COMMUNICATION AND MARKETING:** Manage public relations, brand awareness and marketing, and website maintenance.
- Work with ACCEL Coordinators to ensure up-to-date information exchange across the CAT regions, for example, via the ACCEL website, blogs, newsletters, etc.
 - Participate in/on a variety of meetings, committees, task forces, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other pertinent information as appropriate.
 - Represents ACCEL on Local, State, and National committees, advocacy groups, and/or other related groups.
 - Confer with a variety of governmental agencies and other organizations regarding program issues.

6. Perform other duties, as assigned, by the Adult School Director.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

MINIMUM QUALIFICATIONS:

- Bachelor's or equivalent foreign degree from an accredited college or university, and three (3) years of related administrative experience.
- A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of adult education students.
- Proficient with computer software applications.

DESIRED QUALIFICATIONS:

- Master's degree or equivalent foreign degree from an accredited college or university.
- Demonstrated experience in collecting and analyzing a variety of complex data and information. Related experience with statistical analysis and summarization of findings in applicable reports and other communication mediums.
- Demonstrated experience in program and organizational design.

THE INCUMBENT SHOULD POSSESS:

- Proven successful experience working with a Board.
- Ability to facilitate multi-agency collaboration.
- Proven success managing large-scale projects including budgeting, program implementation, multi-agency coordination, supervision of staff, and collaboration between public, private, and non-profit entities.
- Ability to influence cooperation and compliance with work methodologies without direct supervisory authority.
- Knowledge of and experience with adult education programs, services, and needs.
- Effective project facilitation skills.
- Excellent analytical, organizational, project management, marketing, budgeting, negotiation, strategic and business planning, communication and interpersonal skills.
- Ability to develop and apply flexibility, resourcefulness, and creative approaches to unique problems with an understanding of the full adult education context.
- Proven supervisory and leadership skills.
- Overall coordination, management and leadership ability.
- Strong management function, including State reporting and data
- Willingness and ability to travel regularly throughout the ACCEL region to build familiarity and relationships with all member agencies
- Commitment to collaboration.

KNOWLEDGE OF:

- Implementation and administration of specially funded programs.
- Computer-based technology for management of assigned program/project.
- The goals of shared governance.
- Principles and practices of administrative organization and management, planning, supervising and evaluating the work of others, employee motivation and training.
- Applicable federal, state, local, district and college laws, rules and regulations, and collective bargaining contract provisions.
- Complex business level English usage, spelling, grammar and punctuation.
- Typical modern office computer software programs.
- Report and presentation writing.

ABILITY TO:

- Manage and administer a specially funded, large scale program across multiple agencies.
- Use organizational skills that enable performance of duties in a timely fashion with attention to detail.
- Effectively communicate orally and in writing.
- Manage financial resources effectively including determining how best to utilize resources and managing budgets and expenditures.
- Use computers utilizing office software applications, including the Internet.
- Work effectively with managers, faculty and staff in a participatory governance environment to accomplish the goals and objectives of the assigned program or project.
- Exercise good judgment.
- Communicate effectively and constructively with persons of diverse cultures, language groups, and abilities.
- Demonstrate sensitivity to and ability to work with the diverse academic, socioeconomic, cultural and ethnic backgrounds of adult education students, faculty, and staff, including those with disabilities.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Travel across the ACCEL service area.

WORKING CONDITIONS:

PHYSICAL DEMANDS/WORK ENVIRONMENT:

- Physically and mentally able to perform the essential duties of the position without hazard to themselves or others.
- Ability to stand, walk, bend, stoop, kneel, and sit for extended periods of time.
- Perform grasping and hand motions with sufficient dexterity of hands and fingers to operate computer equipment and keyboards.
- Ability to reach in all directions.
- Lift and carry up to 20 pounds of materials.
- Adequate sight or corrected vision for reading printed or written materials and see to observe computer monitor.
- Ability to hear and speak clearly in person, to groups and by phone, to communicate effectively with coworkers, and the public.
- Drive a vehicle to conduct work.
- Able to travel long distances by airplane, train, and/or car.
- Will be exposed to office and school environments during normal work hours and for night meetings.
- Hotels and conference centers during meetings and conferences.

LICENSE/OTHER REQUIREMENTS:

- Must possess a valid California Driver's license and maintain vehicle insurance.
- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in the description.

Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.