

Noncredit Adult Education Program (AEP) Coordinator Job Description

Supervising administrator: Director of Adult Education

Reassigned time: 40%, possible increase depending on availability of funding.

Funding source: California Adult Education Program

Minimum Qualification: Faculty Employment at CCSF, with present or former noncredit faculty experience.

Position description: This is the faculty coordinator liaison for the Adult Education Categorical fund. This position supports processes around planning, implementation, and evaluation of noncredit programs serving adult learners. The coordinator also facilitates communication between faculty, staff, and administrators, supports professional development, and promotes equitable access for adult learners across the programs' diverse offerings.

Job Duties

- Represent City College of San Francisco Adult Education Program at relevant meetings, including:
 - Coordinating and Resource Prioritization (CaRP)
 - San Francisco Adult Education Consortium
 - Relevant statewide convenings such as the CAEP summit.
- Keep current with changes in state regulations around CAEP funding
- Coordinates the 10+1 aspects of managing the AEP fund, and maintaining relationships with consortium partners.
- Attend meetings of the Noncredit Adult Education Committee (NCAE) as a resource member; help the committee chair with agendas, minutes, website maintenance, etc., as appropriate.
- Collaborate with the College Professional Development Committee and the Faculty Professional Development Activities Committee to identify professional development opportunities for meeting CAEP goals.
- Collaborate with CAEP supervising administrator and in accordance with RRP handbook, to develop a transparent process for writing resource requests during annual planning.
- Develop a communication plan to increase awareness and visibility of noncredit adult education opportunities to the college community.
- Work with administrators supervising the CAEP fund to communicate contents of reports to the State Chancellor's Office and the San Francisco Adult Education

Consortium to the local Academic Senate and other governance bodies as appropriate, in alignment with the RRP handbook.

- Perform other related duties as assigned.

Minimum Qualification:

- Faculty Employment at CCSF, with present or former noncredit faculty experience.

Desirable Qualifications:

- Full-time faculty employment at CCSF
- Knowledge of CCSF budgeting and business processes
- Knowledge of and successful experience in navigating CCSF governance processes.

To apply, send by email a letter of interest (approx. 2-3 paragraphs) explaining your interest in and qualifications for the position to the Academic Senate President Katia Fuchs, (efuchs@ccsf.edu) and to the Director of Contract Education, Adult Education, and Extension Programs, Stephanie Chenard schenard@ccsf.edu. You may include references if you wish. Deadline to apply: Friday, January 23, 2026