About Students Regional Consortium for Adult Education
Consortium Leadership and Support Duty Statements

**Consortium Chairperson:** In collaboration with the consortium's support personnel and member agency leaders:

- Coordinates About Students Regional Consortium regional strategies and objectives for the benefit of adult education programs in the geographical region.
- Establishes, delivers, and manages professional development efforts.
- Coordinates consortium-level data collection, analysis, and reporting, learner assessment, curriculum alignment, and pathway development priorities on behalf of members and partners.
- Coordinates and monitors regional strategies and objectives established by About Students Regional Consortium members.
- Conducts research to inform annual and 3-year California Adult Education Program (CAEP) consortium plans.
- Facilitates member discussions to determine professional development needs and coordinate delivery of training.
- Provides support for members' learner assessment strategies, procedures and reporting.
- Coordinates development of academic and career technical education pathways.
- Leads efforts and supports tasks and activities related to alignment of courses and learner standards.
- Identifies and manages implementation of priority CAEP strategies, identifies curriculum and instructional resources aligned to authorized program areas.
- Designs communications to promote consortium activities.
- Establishes strategies and creates resources to assist with member and partner learner recruitment and retention.
- Presents About Students Regional Consortium program and project information at meetings and educational conferences.
- Directs and monitors the work of Consortium support staff.
- Performs related duties as assigned.

Prior to June 30th of each year this role will be filled by a voting member who is nominated and approved during a public Consortium meeting. The intention would be to rotate to different willing voting members each year. These duties are in addition to the voting member’s role and responsibilities at their agency of employment.

Stipend: $12,000 per year to be reviewed every 6 months to determine the need to adjust.

**Consortium Administrative Support:** In collaboration with the Fiscal Support person, member agency leaders, and the Consortium Chairperson:

- Distribute relevant information and communications concerning consortium activities to appropriate stakeholder groups.
- Schedule and prepare presentations for About Students Consortium business meetings.
- Monitor and manage all NOVA system information, supporting members with completion, including CFAD, fiscal reporting, and program area reporting.
- Keep up to date with CAEP deliverables, information, and resources.
Conduct all business transactions for purchases, invoicing, and contracts on behalf of the About Students Consortium.
In collaboration with the Consortium Chairperson and Fiscal Support person support consortium regional activities by coordinating and leading efforts in professional development (annual conference).
Assists Fiscal Support person and Consortium Chairperson with day-to-day consortium operations
Assist Fiscal Support person with the maintenance of the About Students and Focus Forward website.
Serve as contact person for About Students Consortium.
Performs other related duties as assigned.

Individual is an independent contractor with a contract held by the leadership fund fiscal agent.
Contract total: $97,800 ($8150 per month for 12 months, July 1- June 30). This figure is total compensation for the employment contract. This contract total may be revised based on consortium funding increases with voting member approval.

Consortium Fiscal Support: In collaboration with the Administrative Support person, member agency leaders, and the Consortium Chairperson:
- Provides technical support and expertise in financial procedures to member agencies.
- Acts as a fiscal liaison with member agency districts and district fiscal staff
- Provides support, develops, and delivers training to member agencies related to contract, funding, and budget management and reporting
- Provides technical expertise in state adult education fiscal reporting system and reviews information entered by consortium members in NOVA and in preliminary budget and expenditure documents to ensure accuracy and completeness
- Assists member agencies in preparing requests for proposals (RFPs), requests for applications (RFAs), and other related agreements and memorandums of understanding (MOUs)
- Prepares, manages, and monitors the Consortium’s leadership budget.
- Reviews and applies relevant laws and regulations; reviews, analyzes, and recommends to Consortium Board any procedural changes that may be needed regarding the preparation, maintenance, and control of CAEP funding sources
- Plans, prepares, organizes, and supervises adult education project reporting
- Provides timely resolution of issues and discrepancies related to accounting functions.
- Maintains effective and timely communication with member agencies
- Collects and analyzes data and prepares reports
- Keeps current on CAEP office guidelines related to fiscal management and reports relevant information to the Consortium Board.
- Maintains the About Students and Focus Forward website.
- Assists Administrative Support person and Consortium Chairperson with day-to-day consortium operations.
- Performs other related duties as assigned.

Individual is an independent contractor with a contract held by the leadership fund fiscal agent.
Contract total: $49,680 ($540 per day for 92 days of service occurring between July 1 - June 30). This figure is total compensation for the employment contract. This contract total may be revised based on consortium funding increases with voting member approval.