



CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE

JOB ANNOUNCEMENT

ASSISTANT DIRECTOR OF ADULT EDUCATION

Central Louisiana Technical Community College (CLTCC) invites applications for the full-time position of **Assistant Director of Adult Education**. CLTCC provides adult basic education instruction in nine different parishes (Allen, Catahoula, Concordia, Grant, LaSalle, Natchitoches, Rapides, Sabine, & Vernon) and also participates in Adult Basic Education services at seven correctional facilities. **This position may be based at any of the following campuses: Alexandria Campus, Ferriday Campus, Lamar Salter Campus, Natchitoches Campus, Rod Brady Campus, or Sabine Valley Campus. This position is grant funded.**

SUMMARY:

Reporting to the Director of Adult Education, the Assistant Director of Adult Education provides leadership, strategic direction and management for the effective administration of the CLTCC Adult Education Program. This position is responsible for the day-to-day operations of the CLTCC Adult Education Program, ensuring operational effectiveness by providing leadership for the department's operational functions. Manages office staff, faculty, and paraeducators. Assists the Director in program and organizational budget creation and management of E-Grants. Assists the Director in the development and implementation of organizational strategies, policies and practices. Prepares appropriate documentation and reports for ongoing analysis and trains/supervises instructors and paraeducators. Assists in directing the Adult Education program to ensure compliance with both federal and state rules and regulations, budget maintenance, staffing, and Adult Education instructional services outlined in the various Adult Education grants.

Assists in developing the long term vision and strategic plan for the Adult Education Program.

Duties and Responsibilities:

- Observes classroom instruction in all subject areas, reviews lesson plans; holds conferences with adult education faculty and staff; submits written observations evaluating their work and may develop personnel assistance profiles to work with instructors individually to improve teacher performance; makes recommendations relative to continuing or terminating the services of adult education faculty and staff.
- Improves organizational stability by representing Adult Basic Education (ABE) Department in meetings on matters related to grant development in Adult Basic Education, Adult Secondary Education, ESL, and Transition services.
- Oversees Adult Education testing services, which may include HiSET, TABE, Accuplacer, and career exploration testing.
- Supervises CLTCC HiSET examiners and oversees CLTCC HiSET Testing Center;
- Assists with maintenance and upkeep of Adult Education time and effort certifications; assists with all other grant-related compliance issues.
- Assists the Director in the planning, implementation, and monitoring of existing and new programs developed and mandated by state and Federal legislation in relation to Adult Basic Education, Adult Secondary Education and Transition services in order to improve and sustain overall services of department.

- Analyzes student achievement and recommends changes and/or adjustments in the curriculum to ensure program continuity and stability.
- Coordinates curriculum development and revisions; keeps abreast of new developments by serving on state, regional, or national committees, membership in professional organizations, and attendance at conferences; disseminates findings to adult education faculty and staff in an effort to better inform constituents.
- Assists in orienting new program Adult Education faculty and staff.
- Performs evaluations of Adult Education faculty and staff.
- Continually monitors department accountability levels by assisting the Director in preparing data-driven reports for CLTCC Administration that increase decision-making awareness.
- Reviews existing and long-range programs, plans, and policies in an effort to increase and sustain program capacity.
- Participates in the review and formulation of rules, procedures, and regulations for the department as a means for establishing order and consistency throughout the department.
- Assists in the coordination of the flow of information among the various services in the ABE delivery system in order to increase and maintain enhanced lines of communication.
- Recommends new developments in service opportunities related to the ABE field in an effort to keep the department on the forefront of innovation and progress.
- Increase levels of employee competence by developing and overseeing in-service training programs related to all grants and services of the department.
- Abstracts program data for evaluation and monitors the accuracy of qualitative and quantitative analyses of ABE services to better interpret and respond to trends in the ABE field.
- Assures that required personnel forms and records are generated and maintained for the department in an effort to increase accuracy and transparency at all levels.
- Directs the development and execution of adjunct/part-time payroll contracts in order to maintain continual and timely availability of ABE employees.
- Assists the Director in interviewing and counseling employees regarding employment and performance related to ABE services to ensure and maintain a stable work environment.
- Documents and communicates all ABE employee issues in relation to program compliance and service delivery efforts as well as campus effectiveness.
- Organizes staff and supplies for registration, orientations, testing, and other events to ensure prospective and current student needs are being met to the best of the department's ability.
- Assists the Director in organizing faculty and staff training workshops, and professional development opportunities.
- Enrolls and registers students into the Adult Education Program;
- Provides adult basic education instructional services for program when necessary.
- Communicates with students and community about program services as part of outreach and enrollment growth effort.
- Assists with coordination of Adult Education Career Pathways Program which includes Accelerating Opportunity, Five for Six, and Integrated Education and Training (IET).
- Works with Site Coordinators and Lead Instructor to organize new staff trainings designed to educate, prepare, and inspire employees.
- Supervises and coordinates all aspects of the CLTCC Correctional Adult Education Program;
- Organizes supplies and equipment purchase requests to warrant fiscal responsibility in the use of program-related funds.
- Coordinates verification requests and oversees other student services.

- Assists in researching and writing grant proposals and grant applications for primary program funding and acquiring additional program grants that produce alternative streams of funding for the Adult Education Program.
- Assists the Director in the planning, implementation, and monitoring of existing and new programs developed and mandated by state and federal legislation in relation to Adult Basic Education and WorkReady U services.
- Works closely with LCTCS staff on WorkReady U and adult education-related initiatives that support the college and the Our Louisiana 2020 plan.
- Upon employment, must successfully complete the WorkReady U Instructor's Certification Course (if not already WRU certified).
- Regular travel between Adult Education Program sites required.
- Occasional overnight travel required.
- Performs other duties as assigned by Director of Adult Education.

Required Knowledge, Skills, and Abilities:

Knowledge of:

- Applicable laws, codes, regulations, policies, and procedures related to Adult Basic Education.
- WorkReadyU Adult Education Data Management System.
- Teaching and learning strategies.
- Principles and practices of administration, supervision, and training.
- Basic computer knowledge required.

Demonstrated Ability to:

- Plan and implement new programs.
- Effectively supervise personnel.
- Manage day to day operations.
- Keep current with, interpret and apply applicable rules, regulations, policies and procedures relating to Adult Basic Education.
- Effectively use technology and computer software programs, including MS Office.
- Organize and manage individual and team projects.
- Promote collegiality, staff cohesiveness and the core values of the institution.
- Analyze, problem-solve, negotiate and make decisions.
- Work with a diverse population.

Skills:

- Excellent written, oral presentation, and interpersonal communication skills.
- Management, organizational, and supervisory skills.
- Superior team-building skills to build trust with others in a rapidly changing environment.

Required Minimum Qualifications:

- Bachelor's Degree from an accredited college or university;
- Demonstrated commitment to teaching and learning;
- Demonstrated proficiency in oral and written English;
- Basic Computer Skills in Microsoft Office, Excel, and PowerPoint;

Preferred (Desired) Qualifications:

- Master's Degree in Education, Business Administration, Counseling, Management, or related field;
- Three years of progressively responsible work experience in administrative support, including at least two years of experience in a supervisory role.
- Experience in Adult Education administration;
- Teacher certification preferred, but not required;
- Certification or vast experience in Adult Education;
- Grant writing experience;

Compensation:

Salary Range is **\$46,000 – \$58,000**. Compensation will be within this range and commensurate with education and work experience.

Submit documents to:

Central Louisiana Technical Community College Human
Resources

Attention: Assistant Director of Adult Education
4311 South MacArthur Drive
Alexandria, LA 71302-3137 Or
Elizabethlewis6@cltcc.edu

Position will remain open until filled. For full consideration a resume' and cover letter must be submitted by December 15, 2017.

Central Louisiana Community College is an Equal Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Central Louisiana Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, religion, age, disability, marital status, veteran status or sexual orientation in admission to participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.

Title IX Coordinator/ADA/Section 504 Coordinator:
Human Resources Director (318) 487-5443 ext. 1154 4311
South MacArthur Drive

