

**JOB TITLE:** Director, Adult Education and Literacy Program

**DEPARTMENT:** External Relations

**LOCATION:** Union Campus

**REPORTS TO:** Vice President External Relations

**FLSA:** Exempt

**LEVEL:** 205

**DATE:** 07/23/14

**POSITION SUMMARY:** Perform professional-level work requiring a wide range of administrative, communication, managerial and technical approaches. Responsible for the overall management of the Adult Education and Literacy Program (AEL), including the High School Equivalency (HSE) program, which includes recruiting, hiring and mentoring instructors, and recruiting and advising students of program requirements and completion. Grant funded position.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of bachelor's degree; two year's related experience; Current Missouri Department of Elementary and Secondary Education (DESE) Adult Education and Literacy certification. Possess a valid Missouri driver's license and acceptable driving record.

**ESSENTIAL TASKS:** *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

- Supervise all personnel assigned and recruit, hire, train, and mentor AEL teachers.
- Recruit and advise students on program requirements and completion
- Communicate effectively in a professional, tactful and courteous manner with students, employees, and the general public.
- Instruct High School Equivalency courses as needed
- Determine, establish and operate AEL sites in the service region.
- Develop and manage the curricula for High School Equivalency courses.
- Assign schedule for AEL classes.
- Prepare and manage AEL budget.
- Knowledge of DESE regulations pertaining to AEL and High School Equivalency programs.
- Maintain AEL records as required by DESE and East Central College.
- Maintain current DESE teacher certifications.
- Develop grant proposals for DESE and additional resources.
- Prepare departmental reports and required DESE AEL reports
- Coordinate marketing of the Adult Education Literacy programs.
- Work with ECC staff to successfully transition High School Equivalency students to college-level coursework and programs.
- Provide academic advisement services for students to begin college coursework or appropriate workplace referral for AEL students.
- Attend DESE AEL regional and statewide meetings, workshops and conferences
- Provide for maintenance of equipment related to AEL classrooms.
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

**LEADERSHIP and COMMUNICATION SKILLS:** ability to exchange ideas, information, and opinions with others; arrive at decisions, develop conclusions, or develop solutions; ability to communicate effectively with a diverse workforce and student population; ability to prioritize and delegate projects; ability to meet timelines and follow-through; ability to present materials effectively to individual students or groups; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; demonstrate ethical conduct and professionalism; ability to effectively train, evaluate and develop staff members; ability to handle personnel issues in a highly confidential manner; ability to direct, manage, or lead others; Establish and maintain effective working relationships with faculty, staff, other departments, students, and the public; responsible for short-term and long-term planning.

**DECISION-MAKING and ANALYTICAL SKILLS:** Ability to make administrative and procedural decisions; ability to interpret policy and establish methods and procedures; ability to determine work procedures, assign duties, promote efficiency; collaborate with relevant leadership regarding strategic planning, marketing, and process improvements.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of college policies, procedures, and practices; knowledge of the Family Educational Rights and Privacy Act (FERPA), Title VII, Title IX, ADA and other applicable laws pertaining to employment and education; understanding of AEL program and College services and activities; ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines; excellent organizational, analytical and planning skills; ability to participate as a team member, ability to understand and interpret rules and regulations, and ability to adjust to change; skill in budget development and management; ability to prepare and analyze financial reports; ability to handle confidential material judiciously; understanding of state economic development tools related to community colleges and training.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; will require flexible schedule to work evenings and/or weekends; Available to travel locally and regionally to participate in meetings, conferences, and other activities related to the position duties.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, reach; to lift, carry, push, and/or pull light to moderate amounts of weight; and/or to operate office equipment that may require repetitive hand movement

**EQUIPMENT AND SOFTWARE:** Utilize current College and/or department information technology equipment, software and programs; standard office equipment and department specific equipment.

**POSITIONS SUPERVISED:** Administrative Assistant, Part-time AEL Instructors

**Signatures**

I have read and reviewed the above job description with my immediate supervisor. I acknowledge that I am responsible for performing the essential tasks of the position in a courteous, ethical and professional manner.

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date

**DISCLAIMER:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

**NOTICE OF NON-DISCRIMINATION** – *Applicants for admission and employment, students, employees, and sources of referral of applicants for admission and employment and individuals with whom the Board of Trustees and college officials do business are hereby notified that East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director, 005-D Multipurpose Building, telephone number 636-584-6710 or [hrnotice@eastcentral.edu](mailto:hrnotice@eastcentral.edu).*