

**CROWDER COLLEGE  
POSITION DESCRIPTION**

<b>Status:</b> FT, 12 months, grant-funded	<b>Title</b>	ADULT EDUCATION AND LITERACY and COMMUNITY EDUCATION DIRECTOR
<b>Revised:</b> 1/31/12	<b>Department</b>	AEL/Community Ed
<b>Level:</b> Professional	<b>IPEDS</b>	OTHER PROFESSIONAL
<b>FLSA:</b> Exempt	<b>Reports to</b>	DIRECTOR OF TRIO

**POSITION SUMMARY**

The Director is responsible for meeting all AEL program objectives. AEL is a state-funded grant that offers GED, English-as-a-Second-Language, and Civics classes and helps students make the transition to college or the workplace. The Director develops classes, activities, policies, and procedures to ensure compliance with all project guidelines. The Director provides oversight for 14 class sites in four counties and supervises 20 AEL faculty and staff. The Director maintains program records and approves all expenditures of grant funds. The Director also implements community education courses. The Director reports directly to the TRIO Director to ensure that the projects are properly integrated with other student services at the college.

**MAJOR FUNCTIONS**

1. Implement all facets of each AEL program under the direction of the Director of TRIO Programs;
2. Establish and maintain cooperative relationships with all area social service agencies and community groups;
3. Establish and maintain close working relationships with target school administrators, college faculty, and college administrators;
4. Oversee preparation, review, and submission of all necessary state reports;
5. Provide communication and provide information, as necessary, to appropriate college personnel and to the state;
6. Provide oversight and/or design, develop, and direct all project classes and activities;
7. Coordinate communication with the academic resource center, financial aid, admissions, counseling offices, educational opportunity programs and others as necessary;
8. Represent projects at all appropriate campus meetings;
9. Establish and maintain AEL program policies and procedures manual including program, and staff procedures;
10. Establish, evaluate, and maintain reporting systems including quarterly and annual performance reports and financial documents;
11. Coordinate resources between and among other offices and agencies;
12. Recruit, hire, train, supervise and evaluate AEL faculty and staff and provide AEL-specific staff development;
13. Develop and manage program budgets and ensure efficient use of funds;
14. Authorize expenditures of all AEL funds including travel and time off, etc.
15. Oversee development of project and activity evaluations and monitoring methods and oversee implementation of all project improvements;
16. Develop methods to document participant success and attain project objectives;
17. Develop and implement community education course and oversee community education faculty;
18. Write and submit project proposals; and
19. Fulfill any other duties requested by the Director of TRIO Programs which job-related circumstances may demand.

### **KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE**

1. Bachelor's degree required; master's degree preferred in adult education, higher education, education, or closely related field.
2. Experience working with adults in an academic setting preferred.
3. Experience teaching adult learners.
4. Requires AEL certification or eligibility to obtain
5. Must pass background check.
6. Excellent communication and interpersonal skills.
7. Ability to plan, organize and implement responsibilities effectively.
8. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.
9. Ability to drive an automobile and a clean driving record required.

### **EQUIPMENT/SOFTWARE**

1. Operate standard office computers and software.

### **POSITIONS SUPERVISED**

AEL and Community Education full-time and part-time faculty and staff.

### **WORKING CONDITIONS**

1. Indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals part of the time;
2. Normal college working hours, with some evening and/or weekend work required from time to time.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
4. A neat appearance and appropriate businesslike apparel are required.

### **PHYSICAL DEMANDS**

1. Office administration work part of the time involving sitting much of the time but will involve mobility within the campus and various sites and travel to other sites.
2. Other activities require lifting up to 50 pounds, moving materials from one place to another, participating in physical activities/sports/games, etc. with students.
3. Input, access and distribute information using computers.
4. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms' stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

### **CREATIVE AND ANALYTICAL SKILLS**

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.

<b>LANGUAGE/COMMUNICATIONS SKILLS</b>
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1. Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.
2. Ability to read, write, speak, and understand English.
3. Bilingual capability is preferred.