



Position Title:	Program Manager – Adult Education		
Reports To:	Department Chairperson		
Department:	Community Education	Job Code:	0702
Prepared By/Date:	Jennifer C. Brito/08-2007	Job Group:	PEC
Approved By/Date:	Geoff Gathercole/06-06-2011	Salary Grade:	15
Revised:	Donna French/06-06-2011	FLSA Status:	Exempt

Summary:

Provide leadership to the a Community Education program encompassing GED Online, customized GED program and ESOL courses that meet the needs of the community while ensuring the program meets grant funding requirements.

Essential Duties and Responsibilities:

- Manages the coordination of courses for the Adult Education Program
- Hires, selects, trains, supervises, and evaluates Adult Education instructors and staff
- Creates and manages marketing strategies for new and existing programs within the community using a variety of mediums
- Manages the fiscal integrity of the programs and evaluate and assess, and report enrollment, fee income, and expenditure
- Develops strategies to create and expend current and future programs
- Prepares presentations, attends meetings, and networks with community members to determine needs of the community to facilitate decisions regarding programs and courses
- Develops and oversees assessment procedures through networking with the Testing Department to ensure flawless security and responsible stewardship of the required nationally approved TABE and CASAS tests
- Analyzes state and national reports, materials, and share with Department Chair, Adult Education Director and staff to ensure understanding and compliance with regulations
- Communicates and corresponds with other Adult Education Program Educators at the local, state, and national levels to establish and maintain credibility of the MDC Adult Education Program and to maintain knowledge on changes in the field
- Organizes materials for instructors use through the establishment of lending libraries to allow all students
- Provides input and assist with grant writing of Adult Education related grants by providing data
- Assists in writing and offering recommendations to ensure that the grants are appropriate
- Participates in meetings, symposia and conferences as an active participant and contributor to stay abreast on current regulations and requirements that impact the Adult Education program and disseminates information to adult educators at the College to ensure compliance
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge and understanding of College organization, goals and objectives, and policies and procedures
- Knowledge of Adult Education instructional areas (ESOL, ABE, GED, etc.)
- Knowledge and familiarity with relevant information systems, databases, and software applications in an educational setting
- Knowledge of budgeting and fiscal management principles and procedures
- Knowledge of federal, state, and/or community funding sources and mechanisms
- Knowledge of grant funding and grant reporting policies and procedures and applicable local,

state, federal and university regulations

- Knowledge of current developments/trends in area of expertise
- Proposal and grant writing skills
- Excellent organizational and communication skills (both oral and written)
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community
- Strong leadership skills that promote dedication, creativity, innovation and growth
- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments
- Ability to read, analyzes, and interprets common scientific and technical journals, financial reports and legal documents
- Ability to respond to common inquiries or complaints from students, faculty, staff, regulatory agencies, or members of the community
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree in related field and two (2) years of experience that is directly related to the duties and responsibilities specified; or a Bachelor's degree in related field and six (6) years of related experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name