



Office of Human Resources

POSITION DESCRIPTION

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| TITLE: | Program Director - Adult Education Professional Development * |
| LOCATION: | Division of Workforce Partnerships |
| REPORTS TO: | Director, Adult Education/Literacy Services |
| GRADE: | CCRIPSA 14 |
| WORK SCHEDULE: | Non Standard, 35 hours/week (some evening and weekend work will be required) |
| SUPERVISES: | May supervise part time and clerical staff |

ABOUT CCRI:

The Community College of Rhode Island is the state's only public comprehensive associate degree and certificate-granting institution. We provide affordable open access to higher education at locations throughout Rhode Island. Our primary mission is to offer recent high school graduates and adult learners the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.

At CCRI, we are committed to building an inclusive and diverse campus community. We strive to hire and retain culturally competent faculty and staff members who reflect the demographics of our state and our increasingly diverse student population.

We believe that our diversity is our strength. We celebrate, support and thrive on the diverse experiences, backgrounds, and perspectives that are represented across our four campuses.

We are OneCCRI, working together to prepare learners to achieve their highest potential.

To learn about what employees value at CCRI and what it means to work here, please read about our Guiding Principles and watch videos of our employees doing what they do best: <https://www.ccri.edu/equity/culture/guidingprinciples.html>

BASIC FUNCTION:

The Adult Education Professional Development Program Director (hereafter: Director) will research, develop and coordinate professional development for adult education instructors, facilitators and tutors in Rhode Island. The Director will provide technical assistance to RIDE-funded adult education programs to build their capacity to deliver high quality services to Adult Education students. The Director will use the input of instructors, facilitators, tutors, Professional Learning Specialists and Program Directors to research and hire consultants to provide relevant professional development to the field. The Director will manage grant funds spent within CCRI and on outside services. They will report on deliverables as outlined in the work plan and work collaboratively with the state office of Adult Education, with Academic Affairs within CCRI and

other post-secondary institutions in the state to develop state PD policy for adult education. The Director may also serve as an Adult Education Facilitator to maintain relevant skills and inform Professional Development delivery.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

State Wide Adult Education Professional Development:

1. Responsible for development, implementation and evaluation of Professional Development for Rhode Island Adult Education providers. Responsibilities include: proposal writing, budget management, program development, operation outcomes and reporting.
2. Research and organize Professional Development offerings that provide a balance of opportunities for facilitators/instructors/tutors in ABE, ASE and ESL that incorporate “the best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice.”
3. Work collaboratively with programs to offer coordinated professional development for facilitators, instructors and tutors which offers a consistent progression of experiences that develop literacy and numeracy instruction including best practices in:
 - Reading
 - Writing
 - Speaking
 - Mathematics
 - Adults with Learning Disabilities
 - High School Equivalency
 - Career Preparation and Training
 - RI-BEST Implementation and Planning
 - Proficiency-Based Teaching and Learning
 - CCRS/ELPS standards implementation
 - Integrated Education and Training (IET)
4. Research, organize and deliver either in person or through outside providers:
 - A New Practitioner Orientation and ongoing technical support for new practitioners on a yearly basis.
 - Peer observation / Professional Learning Specialist planning supports on site at area programs including sharing best research-based adult education practice.
 - PLC support for educators who are not working in locations that have the critical mass necessary within a single program for effective PLCs
 - Statewide Adult Education conference in year 2 and 3.
 - In year 2 and 3 professional development for next steps advisors.
5. Provide technical assistance to Adult Education programs on administration, implementation and evaluation of Professional Development.
6. Facilitate a mandatory, quarterly program Professional Learning Specialist PLC to share progress and outcomes from best research-based Adult Education practices according to WIOA and the RI Adult Education RFP priorities during the applicable grant period.
7. Coordinate and oversee required standardized assessment trainings.
8. Collaborate with providers in the RI post-secondary system (CCRI, RIC, URI) to develop credit bearing adult education professional development opportunities and to define pathways into education credentials for adult education professionals who have "learned by doing."

9. Coordinate selection of 4 specialist adult educators to attend COABE or other relevant conferences and bring “information about models and promising practices” back to colleagues in the Adult Education network each year.
10. Report to the Adult Education office on project deliverables and participate in quarterly face to face meetings to coordinate with and report from the field to the office of Adult Education.
11. Evaluate project effectiveness on an ongoing basis using formative and summative measures, including:
 - Gathering evaluations of Professional Development provided by contractors.
 - Coordinating design and implementation of anonymous evaluation of CCRI’s performance as Lead Professional Development Agency.
12. Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
13. Work collaboratively with others in a diverse and inclusive environment.
14. Other training as necessary/directed

Support for Professional Development using Technology:

1. Coordinate with the Tech HUB to establish regular meeting schedule and mechanisms to disseminate information to the instructor/facilitator/ tutor community.
2. Collaborate with Tech HUB to share local, regional and national professional learning opportunities/events, employment opportunities and other pertinent information through a regular website update.
3. Use Google and other digital platforms to collaboratively develop materials and share information.
4. Model and facilitate effective use of current and emerging digital tools to locate, analyze, evaluate and use information resources to support research and learning.
5. Other job-related duties required by the position.

Licenses, Tools and Equipment:

1. Various office equipment including computer and related software, telephone, calculator, copy and fax machines, etc.
2. Must have access to and use own transportation.

Environmental Conditions:

This position is not substantially exposed to adverse environmental conditions.

Qualifications:

1. Minimum Bachelor’s degree required.
2. Master’s degree preferred.
3. Degree concentration in Education and/or current educator certification strongly preferred.
4. Knowledge of adult education system in Rhode Island strongly preferred.
5. Professional training and content experience for a minimum of 4 years as an educator in at least one of the following required: adult students with learning disabilities; English Language Learners; ABE in Mathematics; ABE in Literacy.
6. Five years of experience facilitating, teaching or tutoring with ABE or ELL adult students required.

7. An understanding of differentiation and universal design required.
8. Experience motivating students in the learning process required.
9. Excellent interpersonal communications required.
10. Knowledge and proficiency in Google G-Suite and Microsoft Office is required.
11. CASAS (Comprehensive Adult Student Assessment System) Certification preferred.
12. Experience writing and executing independent work plans preferred.
13. Experience managing contracts and reporting on grant deliverables preferred.

This limited position is grant funded with the possibility of renewal after review on June 30th

CCRI is an Equal Opportunity / Affirmative Action Employer.

We recognize that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Title IX Coordinator at: TitleIXCoordinator@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:
<https://ccri.edu/campuspolice/pdfs/ASR-Final-92019.pdf>

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