POSITION DESCRIPTION

*TITLE: Coordinator for Non-Credit Programs

LOCATION: Varies based on assignment

REPORTS TO: Director of Program

GRADE: CCRIPSA 10

WORK SCHEDULE: 35 hours per week, some evening and weekend work may be required

BASIC FUNCTION: To teach and coordinate the instructional services supporting students enrolled in non-credit programs. These duties include teaching, testing, marketing, recruiting and participating in program evaluations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• Teach non-credit programs offered through the Division for CWCE
• Schedule and oversee assessment testing of students
• Participate in annual evaluation of programs
• Assist in the marketing and recruitment of students
• Assist in selecting, interviewing and hiring adjunct faculty
• Schedule classes
• Order books and other instructional materials
• Oversee daily operations of instructional program
• Participate in meetings with other program and division personnel
• Participate in the development and revision of curriculum
• Participate in staff development activities offered through CCRI

LICENSES, TOOLS AND EQUIPMENT:
Personal Computer, telephone, fax, copier, equipment used in providing instruction, and other office equipment. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:
This position is not substantially exposed to adverse environmental conditions.
QUALIFICATIONS:
- Master’s degree in a related field and one year of experience or Bachelor’s degree with three years of experience teaching in and working with adult learners required.
- Knowledge of GED and ESL programs are desired.
- Must be committed to learner-centered instruction.

*This position is grant-funded and limited to XX/XX/XXXX.

CCRI is an Equal Opportunity / Diversity Employer.
Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period. TTY: (401) 825-2313.
All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.