



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

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| <b>TITLE</b>                      | Program Director CCRI Advantage                                |
| <b>POSITION NO.</b>               | 504024   |
| <b>LOCATION</b>                   | Providence   |
| <b>REPORTS TO</b>                 | Executive Director Adult Education and Multi-Language Programs |
| <b>GRADE</b>                      | PSA 14   |
| <b>WORK SCHEDULE</b>              | Non-Standard: 35 hours per week                                |
| <b>SUPERVISION</b>                | Facilitators and support staff                                 |
| <b>LIMITATION (if applicable)</b> | 6/30/25. Subject to renewal after annual review.               |
| <b>REVISION DATE</b>              | July 2024  |

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**JOB SUMMARY:**

Reporting to the Executive Director of Adult Education and Multi-language Programs, the Program Director is responsible for the overall development, planning, administration, and day-to-day management of the CCRI Advantage program; ensures compliance with all aspects of federal, state, and CCRI regulations pertaining to the program. Provides leadership to program staff. Oversees and coordinates all planning and execution of services provided to students.

CCRI Advantage uses academic best practices combined with academic and student support service to provide a community approach to the college experience for low level learners. It is an intensive program for incoming college students who have earned either a high school or high school equivalency diploma and need to increase their academic proficiency in reading, writing, and/or mathematics prior to enrollment in college credit classes. Each of the CCRI Campuses work collaboratively to provide students with an innovative approach to developmental education. CCRI Advantage is unique in its carefully designed curriculum and pedagogy, advisement, ongoing professional development, and mentor-based training model.

**DUTIES AND RESPONSIBILITIES:**

**Commitment to CCRI's Mission:**

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.
- Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences.
- Work collaboratively with others and provide quality customer service in a diverse and inclusive environment.

**Instruction:**

- As needed, deliver instruction in multiple formats and to diverse student populations.
- Work directly with faculty lead teachers in designing and delivering the CCRI Advantage curriculum to students enrolled in the program.
- Responsible for maintaining high levels of student engagement and enacting the CCRI Advantage curriculum with fidelity to the program model.
- Collaborate with faculty teams (math, writing/reading and advisement) to support successful delivery of the CCRI Advantage curriculum and the development of teachers and advisors in the program's instructional model at each campus.

**Administrative:**

- Oversee program planning and assessment for program including goals and objectives, annual progress reports and participant enrollment into programs.
- Establishes and maintains relationships on behalf of the CCRI Advantage Program with campus departments, including admissions, advising, student success, testing and any other departments that can assist with referral of students into the program and support their matriculation into degree programs upon completion.
- Ensure CCRI Advantage programs have appropriate space to operate, including classrooms, office space, and computer labs.

**Leadership/Management:**

- Work closely with the Executive Director of Adult Education and Literacy Programs to develop and standardize program operations and maintain program budgets.
- Recruit, hire, train, lead and supervise CCRI Advantage personnel.
- Participate in team meetings, serve on college committees, and participate in a variety of college-wide meetings and activities as necessary and appropriate to promote the CCRI Advantage program.
- Establish and promote continuous learning and professional development for all CCRI Advantage staff by participating in local, regional, and national conferences and training opportunities as well as team building activities in support of adjustments to the program.
- Ensure staff responsibilities align with college strategic goals, policies and procedures, and applicable governing and/or collective bargaining units.
- Promote a positive and inclusive work environment that supports the professional growth of staff while championing a commitment to service excellence and student retention.
- Manage ongoing communications regarding CCRI Advantage with college leadership.
- Utilize program data to discuss CCRI Advantage outcomes with college leadership and for ongoing program development purposes.
- Work in a flexible, collaborative, and responsive manner with multiple stakeholders to achieve CCRI Advantage outcomes and goals.

**Student Support:**

- Advocate for students, and partners with academic and student support functions to ensure students effectively utilize programs and services; collaborates with counselors, tutors, writing assistants, and others assisting students.
- Collaborate with Financial Aid, Advising and Counseling and other Student Services Departments in order to maximize efforts and meet goals.
- Maintain knowledge of best practices, new developments and innovative strategies in community colleges and higher education; recommend changes to maintain relevance of programs and services to meet student and institutional needs.

Perform other related duties as required.

**LICENSES, TOOLS, AND EQUIPMENT:****ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Master's degree in related field, such as education, counseling, social work required.
- A minimum of five (5) years' experience in providing higher education, student support services, such as student advisement, teaching, learning disabilities assessment, or leadership development with diverse populations
- A minimum of five (5) years' supervisory/management experience
- Experience with design and implementation of training modules for new staff.
- Demonstrated advocacy and commitment to student success and a deep understanding of the challenges faced by community college and developmental education students.
- Significant professional experience with problem solving and conflict resolution.
- Ability to work across departments and divisions including working with faculty and student support services.
- Well-developed oral and written communication, planning skills, and adaptability.
- Experience in project management, team building, and budget management is necessary.
- Ability to establish and maintain cooperative working relationships with faculty, staff and students essential.
- Strong computer application skills, including knowledge of MS Word, Excel, and Power Point required.

**PREFERRED QUALIFICATIONS:**

- Experience working within a community college environment.
- Experience with and commitment to working with low-income families and individuals.

- Demonstrable commitment to diversity, social justice, and inclusivity.
- Excellent time management, organizational and computer software skills.
- A positive, proactive, and optimistic work style.
- Lead with integrity, ethics, compassion, and intercultural humility.
- Demonstrated ability to motivate and manage energetic, outcome-oriented teams.
- Demonstrated self-starter and-ability to work with minimal supervision
- Bilingual Spanish/English
- A passionate commitment to educational opportunity and the mission

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.