POSITION DESCRIPTION

TITLE: Director, Adult Education/Literacy Services

LOCATION: Division for Center for Workforce and Community Education

GRADE & SALARY: 15; Salary commensurate with education and experience

REPORTS TO: Associate Vice President CWCE

WORK SCHEDULE: 35 hours per week, non-standard. Evening/weekend work sometimes required.

SUPERVISES: Professional, clerical, adjunct instructor, and support staff

BASIC FUNCTION:
Responsible for providing opportunities for adult learners to access a variety of non-credit literacy services both on-site and through contracts with community based organizations; responsible for creating and monitoring competitive grant proposals for literacy programs with the goal of enhancing CCRI’s role as the vendor of choice; responsible for assisting the Dean of CWCE in achieving the goals and objectives of the Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• Leadership, management, supervision, and administration of all Adult Basic Education Services within the college, including non-credit ESL programming, GED preparation classes and test site(s), non-credit developmental courses, contractual agreements with community-based organizations and other projects that may arise. Monitoring of all existing grant budgets and attention to revenue and expenditures required.

• Serve as CCRI’s representative in the adult education community, including (but not limited to) the Adult Education Commission, the Workforce Literacy Collaborative, and other state-wide initiatives that may arise.

• Maintain proactive and productive relationships with all applicable external entities to ensure their maximum awareness of the role and services of the Division for CWCE. Such entities to include state/local government agencies, community based organizations, educational institutions, and others as appropriate.

• Establish contractual agreements with CBO’s (Community Based Organizations) and other education service providers and the College.
ESSENTIAL DUTIES AND RESPONSIBILITIES (Continued):

- Oversee research, development and implementation of grant programs and special projects that relate to Adult Basic Education.
- Manage day-to-day operations (including program development, faculty/instructor/staff hiring, evaluation and professional development) of grant and fee-based programs that relate to Adult Basic Education and other special projects that may arise.
- Manage department budgets, compile data, analyze information, and evaluate programs and staff.
- Manage GED testing site(s); ensure compliance with all state and national testing regulations.
- Ensure highest possible level of quality and responsiveness in all CWCE programs, including community outreach, internal/external communications, grants status reporting, proposals, training, customer services, and all other applicable processes and functions.
- Maintain contacts, processes, and activities to ensure maximum continual awareness of community needs, potential funding sources, and opportunities for CWCE services.
- Work with Dean of CWCE, Assistant Dean for Student Success, Academic Affairs, Student Affairs and other related departments to develop non-credit developmental courses and to maximize student success opportunities.
- Maintain efficient and effective coordination and communication with all College staff and faculty resources.
- Evaluate relevant programs and staff.
- Other job related duties and assignments as may be requested by supervisor.

LICENSES, TOOLS AND EQUIPMENT:
Proficiency with desktop information technology, including personal computers and associated equipment and software. Proficiency with modern office equipment such as printers, faxes, telephone systems, and copiers. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:
This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:
- Masters degree in related field such as Education or Human Services required.
- Minimum of three years experience managing and promoting public sector programs, preferably in an educational setting.
- Knowledge of Rhode Island state labor and training system, public assistance programs, and social service providers required.
- Minimum of three years experience in research, writing, or managing major grant initiatives required.
- Proficiency in the use of technology and applications in an educational environment is essential.
- Experience in developing and managing open enrollment and fee based programs required.
- Excellent communication skills required.
- Outstanding presentation and interpersonal skills are essential.
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.