CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE

POSITION ANNOUNCEMENT

ADULT EDUCATION SITE COORDINATOR/INSTRUCTOR
NATCHITOCHES CAMPUS

Summary

Reporting to the Assistant Director of Adult Education, the Adult Education Site Coordinator/Instructor at the Natchitoches Campus provides leadership, strategic direction and management for the effective administration of the local adult basic education program. This position is responsible for providing instructional services to adults and youths who are out of school in basic skills, such as reading, writing, and mathematics. This position will serve as Site Coordinator/Instructor and will be responsible for all aspects of the local (Natchitoches Parish) adult education program which includes instructing, orientating, and testing all students within the Natchitoches Parish program.

Duties and Responsibilities:

- Supervises any Natchitoches adult education staff including instructors and para-educators.
- Coordinates all aspects of the site’s WorkReady U activities.
- Provides instruction to adult education students enrolled in the site’s adult education program, including instruction for correctional education students.
- Plans and teaches lessons to help students gain the knowledge and skills they need to meet their goals, such as getting their high school equivalency diploma (HiSET).
- Manages day-to-day office operations at the assigned Adult Education (AE) Site.
- Conducts registration, enrollment, and orientation activities for the site, which includes testing students with a variety of assessments such as TABE, GAIN, and CareerScope.
- Coordinates outreach and recruitment efforts targeting both ABE/ASE and Adult Education Career Pathways (Five for Six and Integrated Education & Training) students.
- Assists with day to day operation of Adult Education Career Pathways Program on campus (Five for Six and Integrated Education & Training).
- Collaborates with the community and support staff in the recruitment, retention, and transition to jobs and postsecondary education of AE students.
- Develops and implements measures and methodology for determining the effectiveness and efficiency at the designated AE site.
- Helps students develop study skills, monitors progress toward their goals, and challenges students to overcome his/her weaknesses.
- Connects students to other resources in their community, such as mental health services or job placement services.
- Conducts recruitment and community outreach activities to increase program enrollment.
- Communicates with students and community about program services as part of outreach and enrollment growth effort.
- Enrolls and registers students into the Adult Education Program.
- Assists AE Paraprofessionals in assessing incoming students’ educational level and skills before entering the high school equivalency program.
• Performs periodic benchmark evaluations on students to determine their progress and potential to go on to the next level or take the HiSET test.
• Ability to navigate the WRU Data Management System used to maintain adult education records.
• Ensures appropriate departmental records are maintained; prepares various reports as needed.
• Monitors AE student assessment, testing, placement, and registration.
• Ensures compliance with Louisiana Community & Technical College System assessment requirements and standards.
• Consults with AE Assistant Director and AE Program Manager to ensure that appropriate instructional materials are used.
• All Adult Education instructors are required to satisfactorily complete the WorkReady U Adult Education Online Instructor’s Certification Course.
• Ensures that local, federal, and state policies and procedures are adhered to.
• Occasional evening and weekend work and overnight travel may be required.
• Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Knowledge of:
• Applicable laws, codes, regulations, policies, and procedures related to Adult Basic Education.
• WorkReadyU Adult Education Data Management System.
• Teaching and learning strategies.
• Principles and practices of administration, supervision, and training.
• Basic computer knowledge required.

Demonstrated Ability to:
• Plan and implement new programs.
• Effectively supervise personnel.
• Manage day to day operations.
• Keep current with, interpret and apply applicable rules, regulations, policies and procedures relating to Adult Basic Education.
• Effectively use technology and computer software programs, including MS Office.
• Organize and manage individual and team projects.
• Promote collegiality, staff cohesiveness and the core values of the institution.
• Analyze, problem-solve, negotiate and make decisions.
• Work with a diverse population.

Skills:
• Excellent written, oral presentation, and interpersonal communication skills.
• Management, organizational, and supervisory skills.
• Superior team-building skills to build trust with others in a rapidly changing environment.

Required Minimum Qualifications:
• Bachelor’s Degree from an accredited college or university;
• Experience and/or expertise in instructional/classroom technology;
• Demonstrated commitment to teaching and learning;
• Demonstrated proficiency in oral and written English;
• Basic Computer knowledge of Microsoft Office, Excel, and PowerPoint;
Preferred (Desired) Qualifications:

- Master’s Degree in Education, Business Administration, Counseling, Management, or closely related field;
- Supervision/Management experience preferred;
- Elementary, middle school, or high school state or national teacher certification preferred but not required;
- Experience with traditional and non-traditional students from diverse backgrounds;
- Working experience of a major student information system;
- Proficiency in Microsoft Access;
- Project management experience;

Compensation:
$36,000 - $46,000

Application Procedure:
To apply, send completed resume’, letter of interest, references, transcript and certification materials to:

Central Louisiana Technical Community College
Human Resources

Attention: Adult Education Site Coordinator/Instructor - Natchitoches
4311 South MacArthur Drive
Alexandria, LA 71302
Or email Elizabethlewis6@cltcc.edu

Central Louisiana Community College is an Equal Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Central Louisiana Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, religion, age, disability, marital status, veteran status or sexual orientation in admission to participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.

Title IX Coordinator:
Human Resources Director (318) 487-5443 ext. 1154
4311 South MacArthur Drive
Alexandria, LA 71302