CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE
JOB ANNOUNCEMENT
Assistant Director of Adult Education

CLTCC seeks a well-qualified, highly motivated individual to fill the full-time, twelve-month position of Assistant Director of Adult Education. Under the general supervision of the Director of Adult Education, he/she will provide leadership, strategic direction and management for the effective administration of the CLTCC Adult Education Program. This position is responsible for the day-to-day operations of the CLTCC Adult Education Program, ensuring operational effectiveness by providing leadership for the department’s operational functions. Manages office staff, faculty, and paraeducators. Assists the Director in program and organizational budget creation and management of eGrants, including but not limited to budgeting, reporting, and reimbursement requests. Assists the Director in the development and implementation of organizational strategies, policies and practices. Prepares appropriate documentation and reports for ongoing analysis and trains/supervises instructors, paraeducators, and other departmental staff. Assists in directing the Adult Education program to ensure compliance with both federal and state rules and regulations, budget maintenance, staffing, and Adult Education instructional services outlined in the various Adult Education grants. Assists in developing the long term vision and strategic plan for the Adult Education Program. This position will be domiciled at the Huey P. Long Campus in Winnfield.

Duties and Responsibilities:

- Provides direct supervision of assigned Adult Education instructors and paraeducators, program-wide.
- Assists the Director in program and organizational budget creation and management through the use of the eGrants grants management system, including but not limited to budgeting, fiscal forecasting, and reimbursement requests.
- Observes classroom instruction in all subject areas, reviews lesson plans; holds conferences with adult education faculty and staff; submits written observations evaluating their work and may develop personnel assistance profiles to work with instructors individually to improve teacher performance; makes recommendations relative to continuing or terminating the services of adult education faculty and staff.
- Provides in-class instructional modeling and training for Adult Education instructors.
- Assists the Director in the planning, implementation, and monitoring of existing and new programs developed and mandated by state and Federal legislation in relation to Adult Basic Education (ABE), Adult Secondary Education (ASE), Integrated English Literacy & Civics Education (IELCE), and transition services in order to improve and sustain the overall services of the department.
- Performs performance evaluations of Adult Education faculty and staff.
- Continually monitors department accountability levels by assisting the Director in preparing data-driven reports for CLTCC Administration that increase decision-making awareness.
- Assists in researching and writing grant proposals and grant applications for primary program funding and acquiring additional program grants that produce alternative streams of funding for the Adult Education Program.
- Works closely with LCTCS staff on WorkReady U and adult education-related initiatives that support the college and the Our Louisiana 2020 plan.
- Upon employment, must successfully complete the WorkReady U Instructor’s Certification Course (if not already WRU certified).
- Assists with maintenance and upkeep of Adult Education time and effort certifications; assists with all other grant-related compliance issues.
- Assists with coordination and oversight of the Adult Education Career Pathways Program which includes the Five for Six Scholarship and Integrated Education and Training (IET).
- Assists the Director with development and implementation of Adult Education outreach and marketing strategies and recruitment plan utilizing print materials, social media, and other marketing mediums.
• Provides adult basic education instructional services for program when necessary.
• Regular travel between Adult Education Program sites required.
• Occasional overnight travel required.
• Performs other duties as assigned by Director of Adult Education.

Knowledge of:
• Teaching and learning strategies
• Knowledge of applicable laws, codes, regulations, policies, and procedures related to Adult Basic Education.
• FERPA

Required Minimum Qualifications:
• Bachelor’s degree from an accredited college or university;
• Demonstrated commitment to teaching and learning;
• Demonstrated proficiency in oral and written English;
• Basic Computer Skills in Microsoft Office, Excel, and PowerPoint;
• Upon employment, must successfully complete the WorkReady U Instructor’s Certification Course (if not already WorkReady U certified).

Preferred (Desired) Qualifications:
• Master’s degree from an accredited college or university;
• Three years of progressively responsible work experience in administrative support, including at least two years of experience in a supervisory role.
• Grant writing experience;
• Grant management, budgeting, and finance experience;
• Experience in Adult Education administration;
• Teacher certification preferred, but not required;
• Certification or vast experience in Adult Education;

Compensation:
$46,000 - $58,000

This position is open until filled.

Application Procedure:

Applicants must meet eligibility requirements to work in the U.S. at time of appointment. All application materials must be submitted as a complete packet and will become the property of CLTCC.

Applicants who fail to submit a complete application packet will not be considered.

A complete application packet consists of:

• Cover Letter (See resume will not be sufficient)
• Resume
• Official or Unofficial transcripts from all colleges attended for which degrees have been granted. Degree(s) must be posted on transcripts. Official transcripts will be required prior to employment.
• Three letters of professional recommendation for this position.
• Review of applications will begin five days after this job posting and continue until the position is filled.

Application packets should be emailed to: yalandataylor@cltcc.edu

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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/ADA/Section 504 Coordinator: Human Resources Director (318) 487-5443 ext. 1154 4311 South MacArthur Drive Alexandria, LA 71302