



Vacancy Announcement

Assistant Director of Adult Education (FT/12-month)

CLTCC serves six parishes (Avoyelles, Concordia, Grant, LaSalle, Rapides, and Winn) in central Louisiana and has five sites: 1) the Main Campus in Alexandria; 2) the Ward H. Nash Site in Cottonport; 3) the Huey P. Long Site in Winnfield; 4) the Rod Brady Site in Jena and 5) the Ferriday Site in Ferriday.

Additionally, CLTCC provides instruction for several prisons and correctional institutions.

SUMMARY:

Job Summary: Reporting to the Director of Adult Education, the Assistant Director of Adult Education provides 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 para-educators. 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 and para-educators. 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 is domiciled at the Huey P. Long Campus in Winnfield.**

Duties and Responsibilities:

- Observes classroom instruction in all subject areas, reviews instructor lesson plans; holds conferences with adult education faculty and staff; submits written observations evaluating their work and instructional performance and may develop personnel assistance profiles to work with instructors individually to improve instructor performance; makes recommendations relative to continuing or terminating the services of adult education faculty and staff.
- Improves organizational stability by representing Adult Basic Education (ABE) Department in meetings
- Provides counseling and advisement to students, instructors, and paraeducators.
- Implements and provides oversight of Adult Education testing and registration services.
- Assists with maintenance and upkeep of Adult Education time and effort certifications; assists with all other grant-related compliance issues.
- Analyzes student achievement and recommends changes and/or adjustments in the curriculum to ensure program continuity and stability.
- Coordinates curriculum development and revisions; keeps abreast of new developments, membership in professional organizations, and attendance at conferences; disseminates findings to adult education faculty and staff in an effort to better inform constituents.
- Provides in-class instructional modeling and training for Adult Education instructors.
- Assists with student issues that arise, such as classroom discipline problems or student complaints.
- Assists in orienting new program Adult Education faculty and staff.
- 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.
- Reviews existing and long-range programs, plans, and policies in an effort to increase and sustain program capacity.
- Participates in the review and formulation of rules, procedures, and regulations for the department as a means for establishing order and consistency throughout the department.
- Assists in the coordination of the flow of information among the various services in the ABE delivery system in order to increase and maintain enhanced lines of communication.
- Recommends new developments in service opportunities related to the ABE field in an effort to keep the department on the forefront of innovation and progress.
- Increase levels of employee competence by developing and overseeing in-service training programs related to all grants and services of the department.
- Abstracts program data for evaluation and monitors the accuracy of qualitative and quantitative analyses of ABE services to better interpret and respond to trends in the ABE field.
- Assures that required personnel forms and records are generated and maintained for the department in an effort to increase accuracy and transparency at all levels.
- Assists the Director in interviewing and counseling employees regarding employment and performance related to ABE services to ensure and maintain a stable work environment.
- Documents and communicates all ABE employee issues in relation to program compliance and service delivery efforts as well as campus effectiveness.
- Organizes staff and supplies for registration, orientations, testing, and other events to ensure prospective and current student needs are being met to the best of the department's ability.
- Assists the Director in organizing faculty and staff training workshops, and professional development opportunities.
- Enrolls and registers students into the Adult Education Program.
- Engages in on and off-site community engagement meetings to provide direct communication of program services to the community and students.
- Provides adult basic education instructional services for program when necessary.
- Communicates with students and community about program services as part of outreach and enrollment growth effort.
- 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).
- Works with program leadership to organize new faculty and staff orientation and training designed to educate, prepare, and inspire instructors and paraeducators.
- Supervises and coordinates all aspects of the CLTCC Correctional Adult Education Program.
- Works with instructors to help organize classroom supplies and equipment purchases and requests to warrant fiscal responsibility in the use of program-related funds.
- 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.
- 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 and WorkReady U services.
- Facilitates AE student registration, intake, assessments, and instruction.
- Assists AE Paraprofessionals in assessing incoming students' educational level and skills before entering the high school equivalency program. Helps ensure proper records retention.
- 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.

- Provides academic, career and behavior counseling to adult education students as indicated or requested by staff.
- 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 state approved software used to maintain adult education records.
- Ensures compliance with Louisiana Community & Technical College System assessment requirements and standards.
- Consults with Director and Program Manager to ensure that appropriate instructional materials are used in the classroom.
- Collaborates with college staff to support AE student recruitment, retention, and transition to post-secondary education.
- Upon employment, must successfully complete the WorkReady U Instructor's Certification Course (if not already WorkReady U certified).
- Occasional evening and weekend work and overnight travel may be required.
- Performs other duties as assigned by the Director of Adult Education.

Required Minimum Qualifications:

- Bachelor's Degree Required

Preferred (Desired) Qualifications:

- Master's Degree Preferred

This position is a grant funded position and the continuation of the position is dependent upon funding availability.

Additional Requirements:

**A valid Louisiana Driver's License
Proof of motor vehicle insurance**

In accordance with LCTCS Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.

Application Instructions:

Applicants for this position should submit:

- 1) A cover letter
- 2) Resume (to include date(s) of employment and date(s) educational degree was obtained)
- 3) Official college and university transcript(s) showing the awarded/conferred degree to meet educational qualifications. Unofficial transcripts are acceptable at application; however, original transcript(s) are due at hire
- 4) Names and contact information for three work-related references

Via email to: hr@cltcc.edu

Applications accepted until position is filled

Central Louisiana Technical Community College is committed to diversity and is an equal opportunity/equal access employer. CLTCC is also a State As a Model Employer (SAME) agency that supports improved employment opportunities for individuals with disabilities.