



Date of Board Meeting: November 15, 2022

Subject: Revision of Job Description for Director of Adult Education & Literacy (AEL)

Recommendation: Approve Revised Job Description for Director of AEL

Background and Rationale:

The job description for the position of AEL Director has been updated from the 2014 version to reflect the current job functions of the position and to better align with comparable director positions at WCJC. With the revision of responsibilities and duties, the salary grade will change from CA-8 to CA-15, which is a salary increase of \$5333 and reflective of compensation for other director positions with similar responsibilities. The position is grant funded and the grant award has increased over several years thus grant funds are available.

The Director's supervisory responsibilities increased when the number of full-time AEL Department employees increased from six to seven (this does not reflect supervision of numerous part-time employees) and the skill level of three positions was elevated to provide more specialized support for AEL students. Some revised job functions of the Director include implementation of comprehensive case management software for remote registration and testing of current and prospective AEL students; application of advanced computer technology skills to manage multiple learning management systems, access data, maintain student and program records, and prepare grant reports; and oversight of and support for remote adult education classes for approximately 1,000 AEL and ESL students.

Cost and Budgetary Support: \$5,333 FY23 AEL grant budget; no cost to the College

Strategic Priority Alignment:

☐ Student Success x Community Impact
x Resource Optimization ☐ Institutional Excellence

Resource Person(s): Leigh Ann Collins, Vice President of Instruction

Signatures:

Originator

Leigh Ann Collins

Cabinet-Level Supervisor

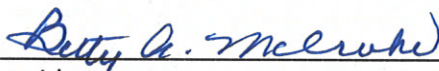
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Date: 2022.11.07 12:12:45 -06'00'

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President's Approval:


President

11-7-22
Date



**Wharton County
Junior College**

JOB DESCRIPTION

Human Resources Department

JOB TITLE: Director of Adult Education and Literacy (AEL) <i>(Temporary Grant Funded Position)</i>	FLSA: Exempt GRADE: CA-15 NBAPOSN: DIR25T
LOCATION: Wharton Campus	EFFECTIVE DATE: November 16, 2022 REVISION DATE: October 26, 2022
REPORTS TO: Vice President of Instruction	

PURPOSE AND SCOPE:

The Director of Adult Education and Literacy (AEL) is responsible for development, operation, and supervision of the Adult Education and Literacy program. The AEL Director plans, directs, and manages the scheduling, budgets, personnel, equipment, and facilities of the Adult Education and Literacy program. The program initiatives are directed by the grantor and conducted in response to community and student needs and reflect changes in workforce and community demographics.

ESSENTIAL JOB FUNCTIONS:

1. This position designs, develops, markets (including publications), implements, oversees, and evaluates adult education programs at Wharton County Junior College (WCJC) service area locations, online, and at other offsite locations assigned by the grantor.
2. This position annually completes federal and state adult education grant applications.
3. This position ensures compliance with all applicable local, state, and federal regulations, including client records, staff qualifications, and other appropriate documentation.
4. This position supervises traditional (face-to-face), remote instruction, distance learning curriculum; supports effective instructional methodology; and establishes scheduling practices to promote student success.
5. This position oversees and manages AEL personnel, budgets, equipment, and facilities at all WCJC service area locations and offsite locations assigned by the grantor to maximize program potential and ensure quality.

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6. This position develops and maintains relationships with external and internal college contacts to develop, promote, and publicize adult education services.
7. This position identifies training needs for adult education faculty and provides opportunities for professional development for faculty and staff as directed by state and federal requirements.
8. This position meets deadlines, including, but not limited to, planning, scheduling, reporting, and budgeting for adult education.
9. This position approves changes, additions, and updates to the AEL Program web page on the WCJC website.
10. This position plans, coordinates, and schedules AEL orientations and graduation ceremonies.
11. This position displays advanced interpersonal, leadership, and customer services skills and the ability to interact with tact and confidentiality with individuals at all levels.
12. This position oversees and implements a comprehensive case management software for remote registration and testing adult education students.
13. This position exhibits advanced ability to utilize computer technology to access data, maintain records, and prepare reports.
14. This position works collaboratively with the WCJC distance education department to support remote adult education classes.
15. This position works collaboratively with the WCJC division chairs, department heads, and faculty to implement Integrated Education and Training (IET) classes.
16. This position oversees the accuracy of data entered in Texas Educating Adults Management System (TEAMS) for all WCJC adult education classes and validates data on a monthly basis.
17. This position administers the internal monitoring of the adult education program and provides reports to the grantor on a quarterly basis.
18. This position executes other duties as assigned by supervisor.

KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires a Bachelor's Degree, a minimum of three (3) years teaching experience, and three (3) years of administrative/management experience. Experience with application and administration of grants is required. This position requires excellent management skills, professional demeanor, excellent communication skills (both written

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and oral), exceptional organizational skills, and the ability to multi-task. A criminal background check is also required.

SUPERVISION OF OTHERS:

The Adult Education and Literacy Director is responsible for supervising all full time and part time Adult Education and Literacy staff.

SUPERVISION AND DIRECTION RECEIVED:

The Adult Education and Literacy Director is responsible and accountable to the Vice President of Instruction for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

This position uses a personal computer workstation running in a Microsoft Windows environment, printer, photocopier, facsimile, scanner, calculator, phone, and other general office equipment.

CONTACTS:

External contacts of this position are with the community and local and state agencies.

Internal contacts of this position are with administrators, faculty and staff as necessary to provide or obtain information to carry out the general functions of the position.

COMPLEXITY/EFFORT:

This position requires the ability to read and interpret regulations issued by the Texas Higher Education Coordinating Board, the State of Texas, and other related agencies. The job related challenges and problems will be complex and the resolutions will have a direct impact on the College. This position requires attention to detail and accuracy, sufficient manual dexterity to prepare reports, graphics, and search databases, an organizational skill that allows work on a number of projects simultaneously, ability to prioritize effort, and the ability to effectively supervise assigned staff. Work requires collaborative effort with external and internal customers in a collegial atmosphere. The person in this position must have the ability to handle emergency situations, and a demonstrated commitment to the mission of a comprehensive community college. The person in this position must function effectively to achieve the college goals and mission. A high degree of judgment, tact, diplomacy, poise, and discretion are required to maintain a professional working relationship with the general public, accreditation groups, and the College.

WORKING CONDITIONS:

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Work of this position is performed primarily in a climate-controlled office environment with computers. Exposure to natural atmospheric conditions such as dirt and dust, etc. is standard of an office environment. There is minimal exposure to safety hazards. Frequent interaction with students and the general public is required. Travel and use of a personal vehicle is required.

LAST MODIFIED: October 26, 2022

Employee's Signature

Date

Supervisor's Signature

Date

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