

Mission: Kent ISD partners with our schools and communities providing enhanced and equitable opportunities to enrich the experiences and achievements of our learners.

Vision: Building thriving communities through meaningful partnerships and equitable educational opportunities for all learners.

Values: Relationships, Learning, Equity, Opportunities, Innovation, Service, Excellence

Title: Adult Education Site Manager

Kent ISD

Adult Education Program – Multiple Locations

Salary / Non-Union Professional – Grade 5 (Approx starting salary \$70,000 - \$75,000)

Full-Time, 260 Days

Reports To: Director of Adult Education

Positions Supervised: Assist the Director with general management and operational functions, as assigned across program sites.

General Responsibilities:

Under the supervision and direction of the Director of Adult Education, the Site Manager is responsible for managing one or more sites, ensuring that services are provided with fidelity, while supporting staff in implementing and adhering to established protocols and schedules on a day to day basis. The Site Manager provides periodic supervision support in the absence of the Director.

Minimum Job Qualifications:

1. Bachelor's degree in a related field
2. Experience working in meaningful collaboration with colleagues and supervisors
3. Ability to foster and maintain strong relationships with internal and external stakeholders
4. Excellent oral and written communication skills
5. Strong organizational and time management skills
6. Ability to utilize data from screenings and diagnostic tools to determine additional extra supports needed in order to attain High School Equivalency or English Language.
7. Ability to effectively utilize a range of technology devices and applications
8. Demonstrated customer service, problem solving and conflict resolution skills
9. High degree of creativity, flexibility and accountability in order to achieve defined objectives
10. Ability to collect, analyze and use multiple forms of data for program progress monitoring and continuous improvement
11. Communication, organizational and networking skills required
12. Must possess excellent organizational skills, technology skills, be detail and team oriented
13. Demonstrated record of taking direction, demonstrating initiative and follow-through with minimal direct supervision
14. Demonstrates a strong commitment to equity, social justice and inclusion in all practices and position responsibilities. Demonstrates the ability to examine the impact of education inequities in student achievement outcomes as it aligns with race, ethnicity, and socio-economic status.

Preferred Qualifications:

1. Knowledge of Adult Education programs and standards
2. Manager or supervisor experience, strongly preferred
3. Leadership experience of a cross functional team
4. Experience working with adult learners and diverse student population
5. Ability to develop and deliver curriculum and assessments aligned to standards

Specific Duties & Responsibilities:

1. Performs a range of management and program support functions at the direction of the program Director
2. The position works closely with the Director and staff to identify program strengths, needs, opportunities, and barriers by analyzing data and stakeholder feedback, implementing problem-solving actions with staff
3. Works closely with the Director and Kent ISD Director of Security on safety protocols, including responsible for monthly safety checks, fire drills and safety meetings as well as updating any applicable logs
4. The specialist monitors instructional effectiveness and student progress using tools and strategies gained through professional development
5. Monitors adherence to established program and staff calendars and schedules
6. Works with office staff to ensure the scheduling substitutes for center classrooms as necessary
7. Coordinates with the Director on proper investigation of any student or staff incidents assuring all forms are complete and the proper consultation occurs with Kent ISD leadership
8. Responsible for monitoring and assuring compliance with applicable, state, and federal regulations
9. Maintains and monitors filing and tracking systems and documentations for their site(s)
10. Monitors staff attendance, timesheets, leave requests, and site files for staff for accuracy and consistency
11. Assists in the identification and purchase of all supplies and equipment according to grant allowances
12. Works with the Director to conduct regular staff meetings for site(s)
13. Supports the Director in planning the work of the staff. Observes staff and gives feedback on a regular, informal basis
14. Assist, provide input on staff evaluations for all staff assigned to site(s)
15. Contributes to professional development and supports staff growth
16. Periodic support to the Director in accurately preparing and oversight of all aspects of the budget in coordination with the Business Office, seeking the most strategic utilization of funding resources
17. Identify key measures and data that serve as indicators for success in the continuous improvement process
18. Periodically attend pertinent committees at the county, regional and/or state level in absence of the Director, when necessary
19. Comply with applicable school policy, regulations and laws.
20. Regularly attends all (types of meetings), as required
21. Maintain regular and consistent employee attendance

22. Perform other duties and responsibilities as assigned

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the School Board may be considered. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

To Apply: Kent Intermediate School District manages employment applications online. No hardcopy applications/resumes will be accepted for this position.

- Applications must be completed online at www.jobs.kentisd.org

The final candidate for this position will be required (at their cost) to furnish Kent Intermediate School District with a current Michigan State Police and FBI criminal records LiveScan check prior to our recommendation to hire.

It is the policy of the Kent ISD School Board that no student, staff member or candidate for any position in the District shall be discriminated against on the basis of race, color, national origin, creed, ancestry, age, gender/sex, gender orientation, sexual orientation, marital status, height, weight, veteran status, political belief or physical/mental disability which does not impair their ability to perform adequately in the individual's particular position or activity, excluded from participation in, denied the benefit of, or to be subjected to discrimination in any program or activity for which the Kent ISD School Board is responsible for or receives financial assistance from the U.S. Department of Education.