



JOB DESCRIPTION

Job Title: Associate Director, Adult Basic Education (ABE)	Department: Adult Education
Reports to: Director, Adult Education	Job status: Exempt Salary Range: \$63,000 - 68,000

JOB SUMMARY

Working closely with the Director of Adult Education, the Associate Director of Adult Basic Education is responsible for management and oversight for all programming in the ABE department, working with the fiscal team in budget preparation, fiscal management, record keeping, and reporting to state agencies. This individual will also analyze instructional and enrollment data and create systems to address needs presented in the data. Additionally, the Associate Director of ABE can expect to prepare and execute instruction for classes (as needed).

The Associate Director supervises employees, prioritizes and assigns work, and conducts performance evaluations. They will make hiring, training, termination, and disciplinary recommendations and provide leadership and team development with staff. Responsibilities include developing ABE staff, curriculum development, course evaluation and scheduling. They will oversee student recruitment and intake strategies as well as student engagement and coordination of services for ABE clients across HopeWorks programs leading to job placement or enrollment in post-secondary education.

The Associate Director of ABE should be an engaging leader who coaches staff to use performance data to inform instructional and program decisions. They should also be willing to work with a team to accomplish program goals and be conscientious about keeping and recording accurate records. They are responsible for overseeing the development of systems that help the program run smoothly and effectively (as evidenced by MSGs, enrollment, and retention data).

The Associate Director of ABE is a member of HopeWorks' management team and serves as a strategic partner in planning and implementing the future vision for the ABE department, along with creating and maintaining relationships with partner organizations. The Associate Director of ABE must be both a hands-on worker, an excellent manager, and have the ability to strategically create plans to meet goals and objectives.

The successful Associate Director of ABE should have a thorough knowledge of grant requirements, Adult Basic Education state and federal policies, as well as the ability to relate and build rapport with people of diverse backgrounds, and experience in leading teams of people. Proficiency with computers and software, such as G Suite, Google Classroom, and Promethean Boards (or similar technology) will be expected. This individual should be reliable, professional, and have excellent interpersonal skills.

The Associate Director of Adult Basic Education should model HopeWorks values and ethics. To be effective in this position, one must be caring, empathic, conscientious, confidential, culturally-sensitive, and client-centered. This individual should adhere to professional standards as outlined by rules and regulations governing their profession.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Instruction

- Direct and oversee a program that meets the educational needs of Adult Basic Education learners.
- Develop and oversee Integrated Educational & Technical (IET) opportunities in conjunction with AE Director.
- Create an environment that encourages and builds high staff morale and accountability.
- Supervise Associate Directors, teachers, and support staff.
- Develop, schedule, and supervise classes, projects and programs.
- Direct all outreach to target populations and liaison with appropriate community and government agencies regarding ABE services.
- Direct and initiate efforts to expand ABE programs in the community.
- Review and evaluate delivery of services on an on-going basis.
- Direct all changes to improve service delivery and ensure program goals are being met.
- Ensure student records and files are maintained according to audit requirements.
- Work with the fiscal team to ensure all funding agency reports are submitted on time.
- Ensure all funding agency policies and procedures are enforced and followed.
- Collaborate with ABE Department to create program budgets and fiscal controls. Adhere to all funding agency guidelines when expending funds.
- Assist as needed regarding grant proposals and fundraising opportunities.
- Define, measure, and evaluate program performance data.
- Create continuous improvement based on performance data.
- Train, supervise and motivate others to engage in appropriate performance management activities.
- Evaluate staff performance and identify areas of training needed. Collaborate with internal departments and external agencies to facilitate training.
- Represent HopeWorks, and ABE as needed with community and state partners.
- Additional duties as assigned by the Director of Adult Education.

Focus Areas:

- Supervise and Develop the Career Coach.
- Work with the Adult Education Case Manager to remove external barriers for HopeWorks students.
- Work with the Adult Education Director to develop and oversee the IET program.

EDUCATION & RELATED WORK EXPERIENCE

Education Level:

Bachelor's degree in Education or related field required. Master's Degree in Education or related field preferred.

Related Experience:

Significant experience managing adult education and/or training programs, with at least 3 years' supervisory experience.

At least two (2) years of experience teaching Adult Basic Education to adults of diverse backgrounds.

REQUIRED SKILLS AND KNOWLEDGE		
	REQUIRED	PREFERRED
A strong command of computer skills (G-Suite, ZOOM, MS Word, Excel, and PowerPoint).	X	
Strong organizational and time management skills.	X	
Excellent interpersonal skills demonstrating an ability to establish a positive relationship with staff, board, community volunteers, donors, etc.	X	
Ability to prioritize and multitask to meet deadlines.	X	
Strong written and verbal communication skills.	X	
Demonstrated ability to work under pressure.	X	
Must be able to manage multiple demands from multiple directions and provide a positive response.	X	
Recognize the confidential nature of operations and actively protect sensitive data and information.	X	
Meticulous attention to recording and reporting accurate data and records.	X	
Flexible and adaptable in various situations and environments.	X	
Able to travel to satellite locations across Shelby County as well as across Tennessee as needed.	X	
Able to prioritize matters of significance and make decisions accordingly.	X	
Experience working with a team to achieve positive outcomes.	X	
Participate in local activities and professional development.	X	
Work inside of Correction Facilities in Shelby County, including but not limited to 201 Poplar, Jail East, Shelby County Department of Corrections, Mark Luttrell State Transition Center, and the Day Reporting Center.	X	

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS
Able to Remain in a stationary position, often standing or sitting for prolonged periods. Able to work in a shared space setting with distracting noise levels, such as from clients and office equipment.

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. HopeWorks may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS	
Creation Date: May 30, 2023	Revision Date:
Supervisor: I have approved this job description and reviewed it with my employee.	
Signature: _____	Date: _____
Employee: I have reviewed this job description with my supervisor and acknowledge receipt.	
Signature: _____	Date: _____
Human Resources:	
Signature: _____	Date: _____