



## JOB DESCRIPTION

<b>Job Title:</b> Director, Adult Education	<b>Department:</b> Adult Education
<b>Reports to:</b> Chief Operations Officer	<b>Job status:</b> Exempt <b>Salary Range:</b> \$77,000 - 79,000

### JOB SUMMARY

The Adult Education Director, works closely with the Chief Operations Officer and is ultimately responsible for managing and overseeing all Adult Education programming. Responsibilities include supervision and development of Adult Education Associate Directors for Adult English as a Second Language (AESL) and Adult Basic Education (ABE). The Adult Education Director will work closely with the Associate Directors in areas of curriculum development, course evaluation and scheduling, data analysis and addressing needs identified in the analysis. The Adult Education Director will lead the fiscal team in responsibility of budget preparation, fiscal management, state grant reporting, and record keeping. Additionally, the Adult Education Director can expect to assist the Associate Directors in preparing and executing instruction for classes (as needed). They should be an engaging leader who coaches staff to use performance data to inform instructional and program decisions. They lead the adult education team to accomplish program goals, and effectively meet the needs of students. The Adult Education Director will be responsible for overseeing the development of systems that help the program run smoothly and effectively (as evidenced by Multiple Skill Gains, enrollment, and retention data). As a missional leader, the Adult Education Director ensures that staff within the division have regular one to one meetings with supervisors to encourage a climate of continual constructive feedback and growth of each staff member so that department productivity and outcomes support the HopeWorks strategic plan and mission.

The Adult Education Director is a member of the HopeWorks management team and is a strategic partner in planning and implementing the future vision for the Adult Education department and how it supports the HopeWorks mission across all departments. The Adult Education Director creates and maintains relationships with the Tennessee Department of Labor and Workforce Development and local and state partner organizations.

The successful Adult Education Director should have a thorough knowledge of grant requirements, Adult 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 Director of Adult 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 participants.
- Create an environment that encourages and builds high staff morale and accountability.
- Supervise Associate Directors, HiSET Chief Examiner, Fiscal Manager, and Data Performance Manager.
- Direct and oversee Fiscal Manager to ensure accurate budget forecasts, along with timely reporting.
- Direct and oversee Data Performance Manager to ensure goal performance and to ensure all agency, state and federal policies and protocols are being met.
- Direct HiSET Chief Examiner to ensure all HiSET policies and protocols are in place and followed.
- Assist Associate Directors in developing, scheduling, and supervising classes, projects and programs.
- Work with Associate Directors to expand adult education programs for emerging populations.
- Work with Associate Directors to review and evaluate delivery of services on an on-going basis.
- Work with Associate Directors to ensure program goals are being met.
- Work with Associate Directors, Fiscal Manager, and HW Finance Manager to ensure appropriate fiscal record keeping, adherence to all funding agency guidelines when expending funds, and to ensure all funding agency reports are submitted correctly and on time.
- Work with the Associate Directors and Data Performance Manager regarding HopeWorks' goal performance and to ensure all agency, state and federal policies and protocols are being met.
- Work with appropriate community and government agencies regarding AE services.
- Ensure student records and files are maintained.
- Ensure all HopeWorks agency policies and procedures are enforced and followed.
- Ensure all funding agency policies and procedures are enforced and followed.
- Collaborate with the development team regarding grant proposals and fundraising opportunities.
- Continually monitor, measure, and evaluate program performance data, and make necessary course corrections.
- Foster an environment for continuous improvement based on performance data.
- Represent HopeWorks and AE as needed.
- Additional duties as assigned by the Chief Operations Officer.

## 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 5 years' supervisory experience.

At least two (2) years of experience teaching 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 various HopeWorks locations and statewide meetings.	X	
Able to prioritize matters of significance and make decisions accordingly.	X	
Lead teams to achieve positive outcomes.	X	
Participate in local activities and professional development.	X	
Will occasionally 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 29, 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: \_\_\_\_\_