



Adult Education Center

Director of Education and Programs Job Description

Mission Statement: To Engage, Educate, and Empower communities of adult learners by advancing literacy skills & employment opportunities to achieve a better quality of life.
Vision Statement: Where continued education improves lives and build better communities.
Summary: The position of the Director of Education and Programs is responsible to lead the growth of our transformative programming. The Director of Education and Programs oversees overall program development, administration, grant-writing, and supervision of all the programs offered at AEC sites. The Director of Education and Programs supervises full time and part-time staff and may include interns. This position develops and manages the implementation of programs, including curriculum assessments, and will be a key liaison between AEC and administration and staff at independent school districts, funding entities, learners, and community partners.
Position Type: Full-time
Reports to: President & CEO of the Adult Education Center
Supervises: All Program Lead Positions and Interns.
Works with: Board of Directors, Chief Financial Officer, Volunteer and Outreach Lead, Interns, Learners and Volunteers.

Primary Responsibilities: The following duties are not inclusive of all responsibilities and the incumbent may perform other duties as assigned by the President & CEO:

SERVICE DELIVERY and SUPERVISION:

- Oversee the development and execution of educational and workforce programming and curriculum content consistent with the AEC's mission and program goals.
- Research, write and manage grants to support and sustain core programs.
- Ensure the development of appropriate curriculum plans. Foster the educational experience via hands-on developmentally appropriate and highly interactive methods, which are also consistent with AEL academic standards.
- Develop procedures and policies for safe and effective operation of overall programs.
- Hire and supervise instructional and program staff. Provide performance evaluation and feedback for all program staff.
- Orient and train staff to program, highlighting process and learning opportunities. Plan and lead regular meetings with staff.

- Develop or coordinate professional development and curriculum support workshops opportunities for program staff on best practices and AEL, TWC and HGAC updates and standards. Be available to facilitate activities with learners, build relationships, and provide referrals and support.

EO MANAGEMENT AND COMPLIANCE

- With the support of the President & CEO, monitor CEO and evaluate compliance with equal opportunity laws, guidelines, and policies to ensure that AEC's practices, programs and operations give equal opportunity without regard to race, religion, color, national origin, sex, age, or disability to stakeholders.
- With the support of the President & CEO, investigate practices or alleged violations of laws to document and correct discriminatory factors.
- Prepare reports related to investigations of equal opportunity complaints.
- Meet with persons involved in equal opportunity complaints to arbitrate and settle disputes.
- Prepare reports of selection, survey, or other statistics and recommendations for corrective action.

RECRUITMENT and OUTREACH, COMMUNITY DEVELOPMENT

- Develop and oversee learner recruitment plan along with Volunteer & Outreach Lead.
- Facilitate partnerships with appropriate public and private agencies that provide services to students and families to broaden the impact and reach of AEC's services and help position AEC as a community resource. Participate on local and state committees or meetings related to adult literacy and workforce programs, as necessary.
- Develop and convene the program's Advisory Council comprised of representatives of the independent school districts, alumni, community partners, and learners.

REPORTING, ADMINISTRATION, EVALUATION

- Establish a system for evaluating programs and content to measure satisfaction and effectiveness.
- Establish performance standards for all personnel to assure that contractual service objectives are attained.
- Ensure performance targets are met.
- Develop and maintain records needed for program administration.
- Monitor program budget, provide needed information for financial reporting.
- Prepare information for funder reports and assist to secure donations and funding for the program as needed.
- Perform other duties as assigned.

REQUIREMENTS:

- Minimum of Bachelor's Degree, preferably in Education or related field.
- Minimum three-year experience working in adult literacy environment. Teaching experience and management experience preferred.
- Proven experience in grant-writing, compliance, and fundraising to sustain programs or departments.
- Experience with education and workforce.
- Experience working with staff or teams on curriculum development related to school or AEL standards. Familiarity with TWC a plus.
- A demonstrated ability to lead and energize multi-disciplinary work teams to respond to needs and get results.
- Completion of background screenings.
- Access to a car to purchase and deliver supplies and materials as needed.
- Excellent communication skills, including computer and interpersonal skills.

Working Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to a normal office environment.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel; reach with hands and arms; and talk to hear. The employee is occasionally required to stand; walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 20-25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Travel

- This position requires travel to sites, meetings, trainings, in-services, and conferences.

To apply for this position, submit a cover letter, resume and list of references to hr@adulthoodeducationcenter.texas.org.