



COASTAL ALABAMA COMMUNITY COLLEGE VACANCY ANNOUNCEMENT

Director of Adult Education

- STARTING DATE:** As soon as possible
- BASE CAMPUS:** To be determined
- REQUIRED QUALIFICATIONS:** Interviews can only be extended to applicants who meet the minimum qualifications and who complete the application process. The following are the minimum **required qualifications** for this position:
- Master's Degree in administration, education, or a related field from a regionally accredited college or university **is required**.
 - Three (3) years of full-time administrative/management experience **is required**.
 - Demonstrated leadership ability and evidence of success in achieving measurable outcomes **is required**.
 - Two (2) years of successful writing and editing grants and reports **is required**.
 - Experience with budget preparation and oversight **is required**.
- PREFERRED QUALIFICATIONS:** The following are the **preferred qualifications** for this position:
- Experience with the Alabama Adult Education System for Accountability and Performance (AAESAP).
 - Experience working in a community college setting **is preferred**.
 - Experience in supporting the needs of adult learners **is preferred**.
- DESIRED PROFILE:** Preference is given to candidates who can demonstrate through their experiences and accomplishments:
- An understanding of and commitment to the philosophy and mission of a comprehensive community college;
 - Commitment to all students and faculty including those of diverse cultures and ethnic backgrounds;
 - An understanding of the broad range of students' abilities in an open admissions college and the ability to communicate to the community college student population; and
 - Proven successful teaching experience at the community college level;
 - Experience in multimedia presentation of classroom lectures and laboratory activities;
 - Demonstrated speaking and writing skills.
- ESSENTIAL FUNCTIONS:** The Director of Adult Education provides global program leadership and direction for the adult education programs at Coastal Alabama Community College; plans, develops,

implements and evaluates all aspects of the program and personnel. Oversees the supervision of instructors, academic and administrative assistants.

At a minimum, the essential functions of the Director of Adult Education shall include:

- Oversee the supervision of personnel and coordinate activities of all Adult Education Program sites at Coastal Alabama Community College by conducting site visits regularly.
- Develop and manage budgets for all Coastal Alabama Community College Adult Education programs.
- Responsible for ensuring program accountability standards are met.
- Work with all stakeholders to formulate policies and develop plans that clearly convey the mission and philosophy of adult education and family literacy program.
- Oversee the development of measurable program goals and objectives in conjunction with the respective local directors and Local Area Coordinators.
- Integrate human and physical resources to continually improve local program and Program performance.
- Oversee the recruitment, interview, selection, supervision and evaluation of local program staff.
- Oversee and assist in the preparation of the annual report addressing the amount of non-Federal funds, in cash or in-kind, contributed to her/his local adult education program during the previous fiscal year.
- Oversee the implementation of a process to inform all males age 18-25 of the requirement to register for the draft with the U.S. Selective Service System in accordance with the Department of Education directives.
- Maintain working partnerships with providers of support services and with the larger literacy community.
- Annually assess the literacy needs of adults within the service delivery area.
- Oversee the assessment of adult learners' satisfaction with her/his local program quarterly.
- Oversee the development of a quality instructional program based on sound assessment and teaching/learning principles.
- Direct her/his local and Program-wide professional development program providing pre- and in-service training sessions quarterly.
- Oversee the maintenance and safe keeping of all state and federally mandated records and reports.
- Oversee the development of recruitment plans that inform the target population of program services and attracts prospective adult learners.
- Oversee the development of intake and orientation processes that clarifies student and program goals and expectations and ensures appropriate placement in the program.
- Oversees the development and implementation of program retention plans based on learning outcomes.
- Directs the maintenance of a program database to report participant outcomes and to monitor program performance against the Adult Education and Family Literacy Act's core performance measures and the Alabama Community College System additional performance measures.
- Oversees the coordination of development of written policies and procedures for the Adult Education Program.

- Oversees the maintenance of monthly timesheets for each Adult Education program employee.
- Promotes the Adult Education Program and classes throughout the college's service areas.
- Maintaining a highly professional attitude and demeanor at all times.
- Exhibiting appropriate and satisfactory leadership within the College.
- Complying with ACCS and College policies, as well as state and federal laws.
- Providing responsible, adequate, and satisfactory leadership on the campus and within the College.
- Demonstrating excellent leadership traits and skills in all aspects of the position.
- Communicating positively and professionally in all aspects of the position.
- Ensuring the positive promotion of the College and integration of all campuses within the College.
- Performs other duties as required.

SALARY:

Appropriate placement on the Alabama Community College System Salary Schedule C3

APPLICATION PROCEDURES:

A complete application packet consists of the following:

- A completed **online** application form.
- A signed cover letter describing specifically how your experience and qualifications meet the minimum requirements.
- Three (3) professional references. A separate document with reference names, titles, mailing addresses and phone numbers is required.
- Current resume' showing education degrees earned and complete employment history.
- Copies of transcripts from **all** colleges attended where degrees were **conferred**. Degree(s) must be posted on transcripts. Official copies will be required if employed with the institution.

All applicants are **required** to apply on-line for job opportunities. To apply on-line, go to <http://www.coastalalabama.edu/employment/> click on the job title you are interested in and then click on the "Apply" link. If this is the first time you are applying using our on-line job application, you will need to create an account and select a Username and Password.

Applicants must meet the minimum qualifications as indicated in this vacancy announcement and must submit a completed application packet in order to be considered for an open position. Only completed applications received during the period of this vacancy announcement will be considered.

Please Note:

- It is recommended that you have digital (PDF) copies of your resume and unofficial and/or official transcripts. You will be required to upload this during the application process.
- You must submit three professional references' contact information while you are completing the application for employment.
- We do not accept paper, faxed or emailed applications and application materials.
- You may not put "see resume" on any section of the application form.
- Please ensure that uploads are not behind a paywall or a password-protected area. The screening committee may disqualify your application packet if required uploads are inaccessible.

- When you finish the steps to apply to a job, you will receive an on-screen notice that you've successfully applied. However, this notice does not mean your application materials are complete.
- **Correspondence regarding positions (i.e. scheduled interview appointment, position filled announcement) will be sent to applicants through the e-mail address used on the applicants' NEOGOV accounts. Applicants are required to monitor their e-mail accounts for updates regarding positions.**
- Incomplete application packets will eliminate the possibility of an interview. It is the sole responsibility of the applicant to ensure his or her application packet is complete.

APPLICATION DEADLINE:

Applications should be submitted no later than **11:59 p.m. CST on Wednesday, February 26, 2020**, and will only be accepted through the **online** application process.

Applicants who fail to submit a completed application packet will be disqualified.

Any questions about this vacancy announcement should be addressed to the following:

Coastal Alabama Community College
 Human Resources Office
 1900 U.S. Hwy 31 S
 Bay Minette, AL 36507
 251-580-4898 or hr@coastalalabama.edu

INTERVIEW PROCESS:

The President will appoint a Screening and Interview Committee to include representatives of the College faculty and staff. This committee will employ appropriate procedures, including the review of application packets, interview, and demonstration of competency, to determine which applicants are to be recommended to the President for further consideration. From all the applications received, a screening committee will select the applicants to be interviewed. All initial interviews will be conducted in person and applicants must travel at their own expense.

ADDITIONAL INFORMATION:

Coastal Alabama Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, shall be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age or any other protected class as defined by federal and state law.

It is College policy to provide equal opportunity for employment and advancement to all applicants and employees as required by appropriate federal and state law.

Coastal Alabama Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants in need of an accommodation(s), should contact the Human Resources Office prior to the interview.

Coastal Alabama Community College reserves the right to withdraw this job announcement at any time prior to the awarding.

The College reserves the right not to fill the positions in the event of budgetary or operational constraints.

Coastal Alabama Community College is a multi-campus organization and employees of the College may be assigned to work at any of the College worksites, may be required to travel

among various work sites for both day, evening, and weekend responsibilities, and must provide their own mode of transportation.

Coastal Alabama Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.