Director of Adult Education and Outreach Services

**Department:** Outreach Services  
**FLSA Status:** Exempt  
**Grade/Level:** Classified II F  
**Work Schedule:**  
Monday - Thursday 8AM - 6PM  
Friday 8AM - 12PM  
Or as assigned by the supervisor  
**Job Status:** Full Time  
**Reports To:** Associate Dean of Outreach Services  
**Amount of Travel Required:** Some travel required  
**Positions Supervised:**  
- Adult Education Coordinator, TEAMS Assistant,  
- Secretary, TEAM/Adult Ed Student Retention Specialist  
**Contract Length:** 12 months

**PURPOSE:**
The Director of Adult Education and Outreach Services provides support to the Associate Dean for Outreach Services in the overall administration of the Adult Basic Education (ABE), GED Preparation, English as a Second Language (ESL), Family Literacy, Workplace Literacy Programs and other Outreach Programs, including Communities In Schools and Upward Bound.

**MAJOR RESPONSIBILITIES:**

- Plan, set-up, coordinate and supervise all ABE, GED, ESL, Family Literacy, and Workplace Literacy programs and classes in the NTCC service delivery area.
- Schedule classes and coordinate a schedule for classroom visitations.
- Recruit, interview, and recommend personnel for employment in specific program areas or classes.
- Oversee student data records, staff credentials and professional development are maintained through the Texas Education Agency (TEA) management information system entitled Texas Educating Adults Management System (TEAMS).
- Oversee curriculum development and accountability (testing) procedures mandated by TEA.
- Implement a student state mandated baseline/progress program and assessment plan for the placement, diagnosis and progress of students enrolled in all adult education classes program wide.
- Prepare monthly, quarterly and annual performance reports submitted to the Department of Education (DOE), TEA, Texas Workforce Commission, East Texas Council of Governments (ETCOG) and Pilgrim’s Pride Corporation. Prepare for and comply with all monitoring visits from delegates of funding sources.
- Plan and implement staff development workshops according to current professional development plans approved by TEA in grant applications.
- Seek and write grant proposals for the procurement of funds for all program areas including continuation, revisions, amendments, and new funding applications.
- Maintain one’s own currency with research and trends in adult education program areas. Attend and present periodically at local, state and national conferences. Serve on local and state committees and boards related to adult education.
• Work cooperatively with the college faculty and staff and the community at large in the identification and recruitment of students who would benefit from the services provided by this area.

• Maintain good rapport with surrounding communities, site personnel, volunteers, and members of the community at large

• Develop advertising and press releases as necessary including articles for the state Texas Adult and Family Literacy Quarterly newsletter and the 12-hour new student orientation sessions each semester.

• Monitor multiple budget revenues. Ensure all policies and procedures for expenditures are in compliance.

• Provide teachers with necessary and current resources for teaching and assist them in developing teaching strategies appropriate for the needs at hand, including content standards, basic life skills and computer assisted/internet instruction.

• Update teachers with policies and procedures annually and provide teachers with a calendar of scheduled events (e.g. GED tests and graduation, holidays, in-service training).

• Coordinate with Temporary Assistance to Needy Families (TANF), Department of Human Services (DHS), Texas Workforce Solutions, and other public assistance agencies that provide related services to students. Serve as a liaison between the Associate Dean for Outreach Services, Workplace Literacy/Family Literacy project staff, business partners, and area independent school districts (ISDS).

• Organize advisory committees, assist with one area literacy council, and public relations activities, including the annual GED graduation and the National Adult Education Honor Society.

• Assist with educational needs assessments and task analysis at various partnership sites and school districts. Develop partnership agreements with all participating entities.

• Serve as a liaison between NTCC Adult Education, DOE, TEA, TWC, ETCOG and Pilgrim’s Pride Corp. for meeting goals and objectives in grant applications.

• Assist with the development of an evaluation process for workplace literacy and family literacy projects, including selecting and assisting credible external program evaluators.

• Provide training to all staff/instructors for implementation of the adult education 12-hour new student orientation.

• Supervise and work with approximately 30 adult education personnel to support the overall instructional program at approximately 25 sites in the NTCC service delivery area. Meet regularly with adult education center coordinators and annually evaluate all programs and staff working 20 or more hours per week.

• Take charge of all outreach services programs in the absence of the Associate Dean.

• Perform other duties as assigned by the Associate Dean for Outreach Services.

Competency Statement(s)

• This position requires knowledge of adult education and the ability to write and administer grant programs through local, private, state, and federal funding sources.

• Multiple education-oriented projects are created, administered, and policies and practices are accounted for through this position.

• Interaction and problem solving is done in collaboration with college officials, advisory councils, consisting of community and business leaders, and grant contacts at the local, state, and federal level.
Accountability to college, state, and federal departments of education is mandatory for student statistical information such as contact hours, educational level gains, professional development for all staff, and expenditures dealing with multiple budgets.

Original thinking and creativity are evident through skilled writing techniques and professional speaking engagements.

The administration of all grants, large college events, such as GED graduation, along with participation and presentations at the local, state, and national level regarding adult are required.

This position involves supervisory responsibility of teacher, staff, and clerical assistants, and requires an individual with exhibiting flexibility in dealing with varying personalities in high stress situations.

The individual in this position must demonstrate the ability to work independently in a fast-paced, multi-task oriented environment, and must possess superior decision-making skills.

The Director of Adult Education must exhibit a commitment toward the mission of Northeast Texas Community College, with a strong emphasis on community outreach.

Reliability - The trait of being dependable and trustworthy.

Technical Aptitude - Ability to comprehend complex technical topics and specialized information.

QUALIFICATIONS:

Education and Experience:

- Master’s degree required, with a major in education preferred.
- Experience directing an adult education program in a college setting, including program scheduling, hiring and management of employees, grants writing and project administration, and budget management preferred.
- Extensive knowledge of Adult Education, funding sources and service agencies is desirable.

Skills and Abilities:

- Strong interpersonal skills and ability to collaborate with diverse individuals, groups, and organizations.
- Ability to promote the program through public relations, including teacher and student recruitment.
- Strong organizational and problem-solving skills to optimize the adult education department

WORK 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. The noise level in the work environment is usually quiet.
Physical and Mental Requirements

- Ability to maintain concentration level while dealing with interruptions
- Attention to details, with emphasis on accuracy in data entry.
- Capable of giving, receiving, and analyzing information, formulating work plans, and articulating goals and action plans
- Ability to lift, carry, or move office materials and supplies
- Walking
- Good listening skills
- Frequent stressful conditions
- Standing and/or sitting for long periods of time
- Frequent decision making ability
- This is an inside office position with minimal safety/health hazard potential.

SIGNATURES:

__________________________________________ Date
Director of Adult Education and Outreach Services

__________________________________________ Date
Associate Dean of Outreach Services

__________________________________________ Date
Vice President for Outreach Services

__________________________________________ Date
President

Job description developed: 2009
Reviewed:
Revised: June 28, 2010, by Diana Hall
Prepared by: