



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Adult Education Facilitator Bilingual Early Childhood Education
<b>POSITION NO.</b>	502927
<b>LOCATION</b>	Liston
<b>REPORTS TO</b>	Director Adult Education & Literacy Services
<b>GRADE</b>	PSA 11
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>LIMITATION (if applicable)</b>	Subject to renewal after annual review.
<b>REVISION DATE</b>	

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**JOB SUMMARY:**

AE Facilitators work with adult students to develop independent skills in content area foundations and pre-college mathematics. AE Facilitators help students become independent learners and transition from tutorial support as they enter CCRI pathways. AE Facilitators develop program practices that support working adults to access post-secondary education and to complete credit-bearing college courses.

**DUTIES AND RESPONSIBILITIES:**

**RI-BEST Co-Facilitation with Faculty in Credit Courses:**

- Support cohorts of adult students to succeed in entry-level credit-bearing courses by collaborating with faculty and adult education team to design a co-teaching schedule and program unique to the career pathway.
- Co-teach RI-BEST course sections with faculty by designing and facilitating group and individual activities connecting secondary education and college course objectives.
- Provide individualized academic support with strategy based coaching (time management, planning for long term assignments, preparing for tests/exams, note taking, and course assignment support).
- Define, model and support skills and attitudes necessary for lifelong learning, and facilitate self-directed learning connected to career pathways.
- Determine students' levels of proficiency with hands-on assessments and adjust activities to meet the needs of English Language Learner, Adult Basic Education and Adult Secondary Education students.
- Encourage the development of communication and higher order thinking skills by using peer editing techniques and standard editing markup to collaborate with developing student writers.
- Conduct intake, midpoint, and exit interviews with all students to evaluate and document academic progress and to assist in understanding of educational options. Record and evaluate attendance and participation.
- Use NRS (National Reporting System for Adult Education) data to identify and suggest course and program improvements.
- Help students articulate their goals and assist in the development of learning plans that complement their career pathways by providing vocational information necessary for decision-making.
- Collaborate with coordinator to connect students to resources needed to overcome barriers to accessing education.
- Maintain a professional environment characterized by respect and equal opportunity for all students regardless of race, ethnicity, national origin, language, gender, religion, economic status, disability or sexual orientation.

**Professional Development:**

- Work with adult education team to evaluate and refine activity development, facilitation approaches, and assessment design.
- Participate in regular peer observation and feedback, and draw from multiple sources in order to improve practice.

**Technology:**

- Model and facilitate effective use of current and emerging digital tools to locate, analyze, evaluate and use information resources to support research and learning including Google, Blackboard and other digital platforms.
- Other job-related duties required by the position.

**Non-Credit Bridge Program Connections:**

- Support development of ABE and ASE curriculum on career pathways including creation of open educational resources.

**LICENSES, TOOLS, AND EQUIPMENT:****ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Minimum Bachelor's degree
- Spanish language fluency required for Bilingual programs.
- Three years of experience working with adult students or adults with learning difficulties and an understanding of differentiation and universal design
- Experience motivating students in the learning process
- Excellent interpersonal communications
- Knowledge and proficiency in Google G-Suite and/or Microsoft Office.
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**PREFERRED QUALIFICATIONS:**

- Knowledge of adult education system in Rhode Island.
- 5 years of experience in education with 5<sup>th</sup> – 10<sup>th</sup> grade content.
- Master's degree in Education and/or secondary education certification
- Post-Secondary concentrations in Education and Human Services
- Experience or training in college counseling or academic advising
- CASAS (Comprehensive Adult Student Assessment System) Certification
- Tutoring experience

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.