



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Director of Adult Education & Literacy Services
<b>POSITION NO.</b>	501988
<b>LOCATION</b>	Providence Campus
<b>REPORTS TO</b>	Executive Director of Workforce Development
<b>GRADE/CBA #</b>	PSA 15
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week. Evening/weekend work sometimes required
<b>SUPERVISION</b>	N/A
<b>LIMITATION (if applicable)</b>	
<b>REVISION DATE</b>	January 2018

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**JOB SUMMARY:**

Responsible for providing opportunities for adult learners to access a variety of non-credit literacy services both on-site and through contracts with community based organizations; responsible for creating and monitoring competitive grant proposals for adult education programs with the goal of enhancing CCRI's role as the vendor of choice; responsible for assisting the Vice President of Workforce Development in achieving the goals and objectives of the Division.

**DUTIES AND RESPONSIBILITIES:**

- Leadership, management, supervision, and administration of all Adult Basic Education Services within the college, including non-credit ESL programming, GED preparation classes and test site(s), non-credit developmental courses, contractual agreements with community-based organizations and other projects that may arise. Monitoring of all existing grant budgets and attention to revenue and expenditures required.
- Serve as CCRI's representative in the adult education community, including (but not limited to) RIDE's Professional Development Center, the Workforce Literacy Collaborative, and other state-wide initiatives that may arise.
- Maintain proactive and productive relationships with all applicable external entities to ensure their maximum awareness of the role and services of the Division for CWCE. Such entities to include state/local government agencies, community based organizations, educational institutions, and others as appropriate.
- Establish contractual agreements with CBO's (Community Based Organizations) and other education service providers and the College.
- Oversee research, development and implementation of grant programs and special projects that relate to Adult Basic Education.
- Manage day-to-day operations (including program development, faculty/instructor/staff hiring, evaluation and professional development) of grant and fee-based programs that relate to Adult Basic Education and other special projects that may arise.
- Manage department budgets, compile data, analyze information, track students into college and careers, and evaluate programs and staff.
- Manage GED testing site(s); ensure compliance with all state and national testing regulations.
- Ensure highest possible level of quality and responsiveness in all CWCE programs, including community outreach, internal/external communications, grants status reporting, proposals, training, customer services, and all other applicable processes and functions.
- Maintain contacts, processes, and activities to ensure maximum continual awareness of community needs, potential funding sources, and opportunities for CWCE services.
- Work with Vice President, Assistant Dean for Student Success, Academic Affairs, Student Affairs and other related departments to develop non-credit developmental courses and to maximize student success opportunities.
- Maintain efficient and effective coordination and communication with all College staff and faculty resources.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.

- Other job related duties and assignments as may be requested by supervisor.

**LICENSES, TOOLS, AND EQUIPMENT:**

All modern office equipment and software, including but not limited to Microsoft Office, PowerPoint, Excel and Word.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Bachelor's Degree
- Minimum of three years' experience working with adult learners
- Proficiency in the use of technology and applications in an educational environment
- Excellent communication skills
- Outstanding presentation and interpersonal skills

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