

Southeastern Illinois College

Adult Education Assistant Director

(12 month grant-funded position)

DIVISION: Workforce and Community Education
LOCATION: Campus, and other locations of adult ed classes in the district.
REPORTS: Associate Dean of Workforce and Community Education
BOARD APPROVED: July 19, 2022

POSITION SUMMARY: This full – time, grant funded position will assist the Dean of Workforce and Community Ed in the daily operations of the Adult Ed program. Occasional weekend and evening hours may be required with the need to travel with overnight stays.

ESSENTIAL RESPONSIBILITIES:

1. Coordinate recruitment and retention strategies for adult education students.
2. Visit classes throughout the district to perform essential functions for successful program operation.
3. Provide academic and career advisement and information referral for all students in the program.
4. Coordinate testing, evaluation, and administration of all pre and post-testing for the Adult Education Program, as well as any additional inventories, tests, needs assessments, student satisfaction studies or surveys that may be deemed necessary for the program.
5. Provide and coordinate support to students by determining types of social services needed and work with students to coordinate those services.
6. Monitor, evaluate and document the academic advancement, progress toward achievement of career goals, and other quality indicators of all students.
7. Provide information on targeted career, educational pathway, programs of study, or work-based learning opportunities.
8. Facilitate student transition into college by creating informational and social networks, and escort them through college admissions processes, including financial aid and student services, connecting them with campus support programs.
9. Facilitate data entry and following generation of hours regularly.
10. Assist with grant writing and reports.
11. Recruit and supervise instructors and support staff for the program.
12. Assist with all ordering, requisitions and spending of grant funds.
13. Substitute in Adult Education classes as needed.
14. Attend required local in-service training during College staff development days.
15. Attend and complete all required regional and state trainings and conferences as assigned by supervisor.
16. Perform all other duties and responsibilities that may be assigned by the immediate supervisor or designee, the Associate Dean of Workforce Community Education.

EDUCATION: Bachelor’s degree is required, with a major in social work, psychology, education, communications or related field preferred. Previous experience with adult education or similar programs is preferred.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Excellent organizational skills and the ability to communicate with others are essential along with the ability to work under pressure and multi-task, while remaining detail oriented. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMUNICATIONS SKILLS:

Excellent organizational, written and verbal communications, analytical, interpersonal skills, attention to details, and deadlines with excellent follow-up skills are needed to be successful in this position. Ability to read and interpret budget and financial documents, manuals, procedure reports, and/or ability required.

REASONING ABILITIES:

Ability to solve practical problems and deal with a variety of concrete variables in situations where standards are required and must be maintained.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license.

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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to fingers, handle, or feel objects, tools, or control; reach with hands and arms; climb or balance, stoop, kneel, or crouch.

The employee must occasionally lift and/ or remove up to 25 pounds. Specific vision abilities required by this include distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

Performing the duties of this position will require a professional attitude and proper office protocol at all times.