

JOB TITLE	LEVEL	GRADE	JOB. NO.
Adult Education Instructional Specialist II	E-2	02	651

### DEFINITION

The Adult Education Instructional Specialist 1 is responsible to the Director of Adult Education Services. Provides instructional leadership and accountability in the Adult Education Department. Hires new employees, quarterly classroom monitoring, mentoring and training new employees, evaluates instructional practices and procedures, collaborates with Workforce Development personnel, develops partnerships with business and industry to assist in promoting the Manufacturing Skill Standards Council (MSSC) and Ready to Work programs. Provides direct, on-site daily supervision of instructors.

### EXAMPLES OF WORK PERFORMED

*(Any one position may not include all of the duties listed, nor do the examples cover all of the duties which may be performed.)*

- ◆ Assists with planning and conducting professional development that aligns with local, state, and federal mandates for staff in collaboration with the Director of Adult Education
- ◆ Assist the Director of Adult Education in strategic planning, staff development, implementation, and evaluation of programs and instruction leading to continuous improvement
- ◆ Assist in the evaluation of staff under the supervision of the Director
- ◆ Provides leadership in literacy, adult basic education, GED test preparation, English language acquisition, family literacy, integrated English literacy, and civic education, integrated education and training, including career pathways, workplace literacy, and workforce preparation, including the National Career Readiness Certificate, and Ready to Work (RTW) skills integration.
- ◆ Develop and implement new career pathways for our students (i.e. MSSC)
- ◆ Write grants to provide funding for Adult Education
- ◆ Coordinate the development and implementation of Integrated Education and Training (IET) opportunities
- ◆ Establish and maintain records for all career pathways, and IET
- ◆ Is knowledgeable of reading, writing, and/or math instructional strategies.
- ◆ Promotes and recruit's students to the Adult Education program
- ◆ Assures that instructor's lesson plans are aligned with CCR Standards that integrate instruction across content areas.
- ◆ Monthly monitors and evaluates Measurable Skill Gains(MSG) and Educational Functioning Levels (EFL) by class
- ◆ Works with colleagues to develop and evaluate curriculum and materials.
- ◆ Integrates work, family, and community-related activities into Adult Education program
- ◆ Administers and interprets appropriate placement and diagnostic tests.
- ◆ Completes documentation for various grants
- ◆ Assist in navigating students through the college admissions process (admissions application, transcript requests, placement testing, FAFSA, WIOA, scholarship applications, etc.)

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- ◆ Use formal and informal assessment data to monitor and document program progress.
- ◆ Collects and manages accurate data for program improvement and accountability.
- ◆ Participates in the retention and follow-up of students.
- ◆ Maintains knowledge of program regulations, policy, and procedures.
- ◆ Comply with all policies of the College, the Alabama Community College System and the ACCS Board of Trustees.
- ◆ Performs other duties as assigned.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Minimum Bachelor's Degree in education or a content-related field (preferably in elementary or secondary education or related field)
- ◆ Excellent oral, written and interpersonal skills
- ◆ A commitment to the teaching-learning process of the community college and the open-door admission process
- ◆ Minimum of five years' experience in Adult Education
- ◆ Excellent skills in multi-tasking, organization, and analysis of data
- ◆ Familiar with business and industry in the College's service area
- ◆ Extensive knowledge of Adult Education and the Alabama Education System for Accountability and Performance (AAESAP) Program
- ◆ Current Teaching Certification in Elementary or Secondary Education preferred, but not required.
- ◆ Required to work 40 hours per week, five days a week.
- ◆ Weekly local travel is required with this position.
- ◆ Flexible hours may be required.
- ◆ Attend all professional development opportunities provided by Gadsden State Community College and community education staff, including attendance at the Annual Adult Education Summer Conference and Gadsden State In-Service.

### QUALIFICATIONS

<b>Education:</b>	<p>Bachelor's Degree in education or a content-related field (preferably in elementary or secondary education or related field)</p> <ul style="list-style-type: none"> <li>• Current Teaching Certification in Elementary or Secondary Education required.</li> <li>• Certification in Manufacturing Skill Standards Council (MSSC) Certified Production Technician (CPT)</li> <li>• Familiar with Ready to Work Program</li> <li>• Familiar with High School Diploma Options</li> </ul>
<b>Experience:</b>	<p>Eight (8) years of experience in Adult Education <i>with 3 years of experience as Adult Education Instructional Specialist I required.</i></p>
<b>Personal Qualities:</b>	<p>Friendly personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; strong work ethic.</p>