



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Initial Base
Ayers Campus

Created on: 9/1/2025
Revised on: 2/25/2026

Job Title	Salary Schedule	Grade	Job No.
Adult Education Instructional Specialist II	E2	02	SS8787
Reports To	FLSA Status	Grant Funded	Tenure Track
Director of Adult Education	Non Exempt	Yes	No

JOB SUMMARY: 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.

Direct Supervisory Responsibility: YES NO

QUALIFICATIONS:

- ◆ Minimum Bachelor's Degree in education (preferably in elementary or secondary education or related field) **from an approved U.S. Department of Education accredited institution** required
- ◆ Certification in Manufacturing Skill Standards Council (MSSC) Certified Production Technician (CPT)
- ◆ Familiar with Ready to Work Program
- ◆ Familiar with High School Diploma Options
- ◆ Eight (8) years of experience in Adult Education with 3 years of experience as Adult Education Instructional Specialist I required

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Current Teaching Certification in Elementary or Secondary Education preferred
- ◆ Excellent oral, written and interpersonal skills
- ◆ A commitment to the teaching-learning process of the community college and the open-door admission process
- ◆ Excellent skills in multi-tasking, organization, and analysis of data
- ◆ Familiar with business and industry in the College's service area

ESSENTIAL DUTIES and RESPONSIBILITIES:

- ◆ 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.)
- ◆ 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.
- ◆ Complies with all policies of the Alabama Community College System, and the College

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Primarily sedentary work performed in an office or front-desk environment with frequent sitting, standing, walking, and reaching as needed to assist visitors and complete clerical tasks

- ◆ **Manual Dexterity:** Regular use of standard office equipment, including computers, telephones, copiers, printers, and scanners. Requires sufficient hand-eye coordination for data entry and handling small office materials
- ◆ **Lifting:** Ability to lift, carry, or move materials and supplies weighing up to 25 pounds occasionally.
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for frequent interaction with students, employees, and the public

Work Environment:

- ◆ **Setting:** The position is based in a typical office and student service area environment within a college setting
- ◆ **Travel:** Weekly local travel is required with this position.
- ◆ **Schedule:** Standard work hours are expected; however, occasional extended hours may be necessary during peak registration or special events
- ◆ **Interaction:** Frequent interaction with students, faculty, staff, and visitors requiring professionalism, patience, and a customer-service focus

Reviewed by: HR Manager

Employee Name:

Employee Signature

Date