



# GADSDEN STATE COMMUNITY COLLEGE

## JOB DESCRIPTION

East Broad Campus

Created on: 3/31/2025  
Revised on: 3/31/2025

Job Title	Salary Schedule	Grade	Job No.
<b>Adult Education Program Director</b>	<b>C3</b>		
Reports To	FLSA Status	Grant Funded	Tenure Track
<b>Dean of Workforce Development</b>	Exempt	No	No

**JOB SUMMARY:** The Adult Education Program Director provides leadership and oversight for the day-to-day operations of the adult education program, ensuring compliance with federal and state regulations. This role involves program planning, curriculum development, staff supervision, fiscal management, and community engagement to enhance educational services. The Director is responsible for achieving measurable outcomes, fostering a supportive learning environment, and advocating for adult education within the community.

**QUALIFICATIONS:**

- ◆ Master’s degree in administration, education, or a related field from an approved U.S. Department of Education accredited institution **required**
- ◆ Three (3) years of administrative/management experience **required**

**DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Demonstrated leadership ability and evidence of success in achieving measurable outcomes
- ◆ Program Directors that instruct will also meet the minimum requirements for instructors
- ◆ Excellent communication and interpersonal skills
- ◆ Ability to work a minimum of 40 hours per week; some traveling and flexible hours may be required.
- ◆ A commitment to the teaching-learning process of the community college and the open-door admission process

**DUTIES:**

Management

- ◆ Oversees the day-to-day operation of the program
- ◆ Initiates and facilitates change for continuous program improvement and capacity building
- ◆ Understands, interprets, and assures compliance with federal and state laws and regulations
- ◆ Establishes procedures to meet performance areas for performance accountability
- ◆ Initiates program planning, develops, goals and plans for meeting objectives
- ◆ Provides leadership in development of curriculum, retention activities and other student services
- ◆ Promotes safe work environment
- ◆ Establishes procedures for collecting, documenting and reporting data and ensures accountability
- ◆ Communicates regularly with staff and involves them in planning through a variety of formal and informal means

- ◆ Oversees recordkeeping

#### Instruction

- ◆ Provides instruction in literacy, adult basic education, GED preparation, English language acquisition, workplace, family literacy and/or citizenship
- ◆ Applies research-based instructional practices that incorporates the use of computers and other technologies

#### Personnel

- ◆ Assures appropriate program staffing
- ◆ Supervises, observes and evaluates staff
- ◆ Coordinates activities of instructional staff to ensure effective program operation
- ◆ Assist staff in developing professional development plans
- ◆ Promotes professional development opportunities and adheres to the professional development policy

#### Fiscal

- ◆ Manages fiscal resources and reports financial information
- ◆ Identifies additional resources and initiates plans to secure them
- ◆ Prepares and monitors all aspects of budget
- ◆ Monitors contract compliance and cooperative agreements
- ◆ Monitors and approves purchasing

#### Community

- ◆ Advocates and promotes adult education program within community
- ◆ Builds partnerships to enhance the availability, quality, and delivery of services
- ◆ Participants in local organizations

#### Leadership

- ◆ Models professional behavior and requires other staff members to act in a professional manner
- ◆ Promotes the philosophy, goals, and objectives of adult education at local, state and national levels
- ◆ Promotes an environment in which cultural and philosophical diversity is valued and appreciated
- ◆ Cultivates an atmosphere of respect for all staff and students
- ◆ Provides instructional leadership
- ◆ Supports instructional strategies based on research in adult learning and development
- ◆ Recruits students to meet enrollment goals

#### Professional Development

- ◆ Participates in required professional development and all AE Director Meetings/Workshops
- ◆ Uses technology resources to engage in ongoing professional development and lifelong learning
- ◆ Assesses personal strengths and weaknesses as a basis for developing a professional development plan

#### Miscellaneous Responsibilities

- ◆ Complies with all policies of the Alabama Community College System and the College
- ◆ Performs other duties as assigned

*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 with occasional standing, walking, bending, and reaching
- ◆ **Manual Dexterity:** Regular use of standard office equipment, such as computers, printers, and copiers
- ◆ **Lifting:** Ability to lift and carry materials weighing up to 25 pounds
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential

**Work Environment:**

- ◆ **Setting:** The position is based in a typical office environment within an educational institution, with some classroom and community engagement responsibilities
- ◆ **Travel:** Occasional travel may be required to attend meetings, conferences, and community events
- ◆ **Schedule:** Standard work hours are expected, with flexibility for evening and weekend commitments as needed
- ◆ **Interaction:** Regular collaboration with faculty, staff, students, and community partners to promote program initiatives and ensure operational effectiveness

**Reviewed by: HR Manager**

**Employee Name:**

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**Employee Signature**

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**Date**