



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

TITLE:	Director, Adult Education/Literacy Services
LOCATION:	Center for Workforce and Community Education
GRADE:	CCRIPSA 15
REPORTS TO:	Vice President of Workforce Development
WORK SCHEDULE:	Non-Standard; 35 hours per week Evening/weekend work sometimes required.
SUPERVISES:	Professional, clerical, adjunct instructor, and support staff

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.

We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

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.

ESSENTIAL 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

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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:

Proficiency with desktop information technology, including personal computers and associated equipment and software. Proficiency with modern office equipment such as printers, faxes, telephone systems, and copiers. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- Bachelor's degree required, Master's degree preferred.
- Minimum of three years' experience working with adult learners required.

- Knowledge of Rhode Island state labor and training system, post-secondary system, public assistance programs, and social service providers preferred.
- Experience in research, writing, or managing major grant initiatives required related to adult ed preferred.
- Proficiency in the use of technology and applications in an educational environment is essential.
- Excellent communication skills required.
- Outstanding presentation and interpersonal skills are essential.
- Bilingual in English and Spanish preferred.

CCRI is an Equal Opportunity / Affirmative Action Employer.

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, ehcanning@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:
<http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>