



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

DESCRIPTION FOR LIMITED PERIOD POSITION*

POSITION:	RI-BEST Adult Education (AE) Facilitator
LOCATION:	Workforce Partnerships – Adult Education and Literacy
REPORTS TO:	Director, Adult Education/Literacy Services
GRADE:	PSA 11
WORK SCHEDULE:	Non-Standard; 30 hours/week (some evening and weekend work will be required)

CCRI Mission:

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: Adult Education Facilitators work with Bridge to Best and RI-BEST students to develop long-term independent skills in content area foundations and pre-college mathematics. AE Facilitators help students become independent learners and to transition from tutorial support as they enter CCRI pathways. AE Facilitators develop program practices that support working adults to access post-secondary education and to complete credit-bearing college courses.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Non-Credit Bridge to Best (Bridge) Program:

- Develop Bridge program practices that reflect the diversity, needs and issues of the adult learner population.
- Maintain a professional environment characterized by respect and equal opportunity for all students regardless of race, ethnicity, national origin, language, gender, religion, economic status, disability or sexual orientation.

Knight Campus

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- Facilitate 6-8 Bridge modules per year by encouraging collaborative learning and engaging students in determining the most effective learning environment.
- Explicitly define, model and support skills and attitudes necessary for lifelong learning, and facilitate self-directed learning enabling students to connect learning to their lives.
- Develop group and individual facilitation strategies aligned with student needs and with objectives that lead to achieving common and individual goals.
- Adapt and modify facilitation approach from day to day and even within the course of each day in response to student needs and interests.
- Determine students' level of language proficiency and adjust activities accordingly using mathematical, linguistic, literary and scientific skills to meet the needs of English Language Learner, Adult Basic Education and Adult Secondary Education students.
- Lead a range of activities that include activation of background knowledge, modeling, academic application, physical action and real world application and that accommodate the full range of learner skills and abilities.
- Encourage the development of communication and higher order thinking skills by using peer editing techniques and standard editing markup to collaborate with developing student writers.
- Record and evaluate attendance and participation, and gauge student proficiency with hands-on assessments.
- Use other formal and informal assessments to guide student development and review of learning plans.
- Coach students preparing for GED and Accuplacer testing.
- Collaborate with Bridge team to evaluate student work and generate educational options for students.
- Work with Bridge team to create public educational resources.
- Conduct intake, midpoint, and exit interviews with all students to evaluate and document academic progress and to assist in understanding of educational options.
- Assess the vocational interests, aptitudes and skills of students; provide vocational information and exploration necessary for career decision-making.
- Assist students in the interpretation of testing / assessment results for GED, Accuplacer and other assessments as needed.
- Help students articulate their goals and assist in the development of learning plans that complement their career pathways.
- Collaborate with coordinator to connect students to resources needed to overcome barriers to accessing education.
- Facilitate college transition activities for adult student groups.

RI-BEST Collaboration with Faculty in Credit Courses:

- Collaborate with CCRI faculty and Bridge program team to incorporate adult education best practices that support cohorts of adult education students in entry-level credit-bearing courses
- Work with faculty to design and facilitate group and individual activities connected to core content skills and entry-level college courses using evidence based knowledge of principles and best practices of adult education.
- Collaborate with faculty to provide individual students with academic support through strategy based initiatives (time management, planning for long term assignments, preparing for tests/exams, note taking, and course assignment support).

Adult Education Professional Development:

- Work with Bridge team on activity development, facilitation approaches, assessment and professional development.
- Collaborate with other AE Facilitators to share strengths and address weaknesses in their practice.
- Participate in regular peer observation and feedback, and draw from multiple sources in order to improve practice.
- Use NRS (National Reporting System for Adult Education) data to identify and suggest course and program improvements.

Technology:

- Use Google and other digital platforms to collaboratively develop materials and share information with Bridge team.
- Encourage students to use technology to communicate and represent ideas.
- Model and facilitate effective use of current and emerging digital tools to locate, analyze, evaluate and use information resources to support research and learning.

OTHER RESPONSIBILITIES:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences.
- Other job-related duties required by the position.

QUALIFICATIONS:

- Minimum Bachelor's degree required
- Knowledge of adult education system in Rhode Island preferred.
- Five years of experience in education with 5th – 10th grade content preferred.
- Three years of experience working with adult students or adults with learning difficulties and an understanding of differentiation and universal design required.
- Experience motivating students in the learning process required.
- Excellent interpersonal communications required.
- Knowledge and proficiency in Google G-Suite and/or Microsoft Office is required.
- Master's degree in Education and/or secondary education certification preferred.
- Experience in 2014 GED Test preparation preferred.
- Post-Secondary concentrations in Mathematics and Science preferred.
- Experience or training in college counseling or academic advising preferred.
- CASAS (Comprehensive Adult Student Assessment System) Certification preferred.
- Tutoring experience preferred.

LICENSES, TOOLS AND EQUIPMENT:

- Various office equipment which may include computers and related software, typewriters, telephones, copy and fax machines, calculators, etc.
- Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

- This position is not substantially exposed to adverse environmental conditions.

This position is grant funded and limited to 06/30/2019

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, ecanning@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>