Supervisor, AE Student Transitions and Success

FLSA Status: Exempt
Pay Grade: 17
Job Title ID: 20514
Job Series/Job Family: Workforce Education & Business Development Series / Adult Education Family

Reports To

Executive Director, Adult Education

Job Purpose

To provide leadership in the planning and operations of Adult Basic Education, GED, and College Readiness programs.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Develops and implements a student retention and success strategy with measurable outcomes. Tracks student retention and performance.
2. Manages events and processes for recruiting, orienting, registering, transitioning, and separating students. Oversees student orientations, College For A Day, national Adult Education Honor Society, grant projects, Weekend College, Bridge to College, job fairs, etc.
3. Supervises AE Recruiting/Advising Specialists, hourly instructors and administrative staff.
4. Promotes best practices in student retention and student success in achieving academic goals of instructors and staff.
5. Coordinates efforts toward aligning curriculum towards college readiness. Coordinates Adult Education programs with community partners to ensure that partner programs align with ACC programs.
6. Manages one or more transitional programs within the Adult Education arena and works to build productive relationships with internal and external partners.
7. Updates the department calendar.
8. Assists in negotiating, reviewing, and updating contracts and agreements with community partners. Meets with key partnership personnel, provides annual statistics and reports, assists with logistical changes, and improvements to programs. May include managing a program budget.
9. Provides assistance to instructors with issues arising in the classroom or with students, and provides solutions with measurable outcomes.
10. Assists in writing grant applications.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Adult education principles, practices, and theories.
- Classroom management techniques
- Learning assessment techniques and practices.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Supervising and coordinating the activities of subordinate personnel.
- Maintaining an established work schedule, including some weekends and evenings.
- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Effectively working with a diverse and multicultural student body.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 40 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments

Work Experience

Required

- Two years work experience in program management.

Education

Required

- Bachelor's degree in education, adult education, or a related field.

Licenses/Certifications

Required

- Valid Texas driver's license.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.