



Adult Education Assistant Director
(Grant-Funded)
Anticipated Opening

Position Description:

A full-time, grant-funded position with instructional and administrative responsibilities. The work includes days and rare evening hours at the ANC campus and at off-site locations that may include out-of-county travel and correctional facilities. In addition to some teaching responsibilities, the Assistant Director assists the Director in supervising all Adult Education activities to include budget management, program evaluation and staff effectiveness, developing special programs and seeking alternative funding. This position is designated as a 12 month non-classified instructor. The Assistant Director of Adult Education reports directly to the Director of Adult Education.

Qualifications:

Requires a Bachelor's degree in education, administration, or related field with a current Arkansas Department of Education teaching license. Must also possess or obtain Arkansas licensure in Adult Education within three years of employment and show progress toward certification annually (cost is reimbursable). Three (3) years of experience as a teacher or administrator in education or related field, and three (3) years' supervisory experience. Knowledge and experience with budget development, grants management, and interpretation of state and federal regulations.

Responsibilities:

- Assist with all aspects of Adult Education program to include development of program vision/mission, implementation of strategies to achieve annual and interim objectives, ensure compliance with grant guidelines and alignment with the College's mission and vision.
- Assist the Director by providing leadership to all Adult Education, GED, and ESL personnel in the development, implementation, and monitoring of departmental goals/objectives in accordance with state and federal guidelines.
 - Ensuring required personnel forms and records are maintained in a timely and accurate manner.
 - Supervising of all activities related to testing and instruction.
 - Managing and coordinating staff development and program improvement activities.
 - Developing and managing departmental budgets and authorizing expenditures.
- Revise, maintain, and ensure adherence to Adult Education Programs' policy and procedure manuals in accordance with federal and state guidance, as well as college policies and procedures.

- Demonstrates ability to lead initiatives in student recruitment, retention and goal achievement.
- Develop and establish relationships and partnerships with organizations and individuals in the interest of promoting adult education and literacy; including providing interaction with various local, state and federal agencies in support of grant activities.
- Travel for required state meetings, professional development, and site supervision; work some evening hours, as required.
- Provides other duties as assigned.

Salary:

Salary is determined by education and experience as defined on the faculty placement schedule. A generous fringe benefit package is included.

Application Deadline:

Review of applications will begin immediately and continue until the position is filled. Interviews may occur throughout the application period.

Application Procedures:

To print an application, visit the college's website (www.anc.edu/jobs) and select Employment Opportunities under the ANC Jobs link in the upper right-hand corner.

To apply, send completed ANC application, cover letter, resume, and transcripts to:

Arkansas Northeastern College
Attn: Office of Human Resources
P.O. Box 1109
Blytheville, AR 72315-1109

or email to thampton@smail.anc.edu. For more information, call (870) 762-3121.

Date of Announcement:

April 26, 2021

ANC is an affirmative action, equal opportunity employer