

# Director of Adult Education and Literacy

**General Description:** This is a full-time, 40 hour, per week grant-funded position that includes days, some evening, and weekend hours at EACC campus and offsite locations that may consist of out-of-county travel and correctional facilities. The Director of Adult Education and Literacy directly manages and provides leadership in all academic, student support, and career preparation services within the college's adult education and literacy programs.

## Responsibilities include:

### Program Management

- Provide leadership and coordination for a comprehensive Adult Education and Literacy programs that comprises Digital, Financial, and Health Literacy; Adult Basic and Secondary Education; Disability Services; Career Development and Post-Secondary School Planning, English as a Second Language (ESL); Family Literacy; Corrections Education; and Workforce Preparation and Training.
- Oversee the operations of EACC Adult Education/Literacy Center's main and offsite locations in St. Francis, Monroe, Cross, and Lee Counties.
- Prepare and maintain detailed and comprehensive reports, records, and files regarding personnel, facilities, programs, operations, and activities.
- Participate in the recruitment, interviewing, hiring, and evaluating of staff.
- Review instructional materials, student outcomes, and related performance data to assess the level of success in helping students develop and improve their reading, writing, and math skills.

### Curriculum and Faculty Development

- Supervise the planning, development, and recommendation of new courses; reviews standing courses, and recommends the deletion of classes no longer appropriate to the curriculum; maintains current course outlines to reflect the instructional programs accurately.
- Coordinate room and instructor assignments; determines appropriate equipment and supplies for assigned areas of responsibility following established policies; monitors and controls inventories.
- Lead teaching and learning initiatives, including promoting strong pedagogical approaches and appropriate and effective use of technology.
- Identify, design, coordinate, promote, and deliver innovative and relevant faculty and staff professional developments and faculty-learning communities.
- Support implementation of programmatic and State-approved student learning assessments.

## **Grant Development and Fiscal Oversight**

- Write grants that pertain to Adult Education and Literacy to secure funding.
- Prepare and review budget narratives for submission per the Adult Education Section of the Arkansas Division of Workforce Services Policy.
- Review and approve requests for expenses to be charged to the program managed by the department, ensuring that expenses are allocated to the appropriate project number and expenditure type.
- Conducts monthly payroll reconciliations, ensuring all time and effort recorded on Personal Activity Reports (PARs) are consistent with the budgetary or contractual guidelines and limitations.
- Develop and submits cost transfers when needed to remove or allocate expenses
- Monitor expenses against the budget for each project managed by the department, ensuring that adjustments to expense patterns are made proactively.
- As an instructional leader, acquire knowledge of and work to support and achieve the goals outlined by EACC and the Adult Education Section of the Arkansas Division of Workforce Services.
- Engage in professional development for job enhancement and growth.
- Attend conferences or workshops to learn about developing practices and program requirements.
- Attend college advisory meetings, registration meetings, and other workshops related to student retention and success.
- Complete the required number of professional hours for program compliance
- Perform other duties as assigned.

## **Qualifications:**

- **Education** – Master’s degree in education, administration, or related field and a valid Arkansas Educator license required. If not already licensed in adult education, administrators must become licensed in adult education by the Arkansas Department of Education, Professional Licensure, within three (3) years of the date of initial employment as an adult education administrator, showing academic progress toward completion annually.

**Experience:** Five years of supervisory experience, preferably in a K-12, Adult Education, or Higher Education setting, and five years of experience as a teacher or administrator in education or a related field. (Any exception to these requirement must be approved by the Adult Education Section of the Arkansas Division of Workforce Services.) Minimum of two (2) years experience managing multiple grant budgets from State, Federal, and/or Private agencies.

- **Knowledge:** Demonstrated knowledge of adult learning theory. General understanding of WIOA mandates related to Adult Education and Literacy. Familiarity with the Arkansas Division of Workforce Services, Adult Education Section Policies and Procedures.

**Base Salary:** \$45,760/year - \$48,620/year, commensurate with education and experience.

**What We Offer:**

A generous benefits package with 100% health and dental insurance paid for employee. Family coverage and vision insurance offered for an additional premium. Paid life insurance and long term disability insurance, tuition waivers for employees and their families, a healthcare spending account, catastrophic leave bank, and paid maternity or parental leave. EACC offers a choice of 3 retirement plans: VALIC (employee contribution 6%; EACC contribution 14%); Arkansas Public Employees Retirement (employee contribution 5.5%; EACC contribution 15.32%); TIAA CREF (employee contribution 6%; EACC contribution 14%). New hires who have at least 5 years in the Arkansas Teacher Retirement System may continue with this current plan (employee contribution 7%; EACC contribution 15%). Paid holiday leave 11-13 days annually; 8 hours sick leave per month; and a sliding scale of vacation (annual leave) ranging from 10 hours per month to 15 hours per month depending on years of service.

Please submit an EACC application, cover letter, resume' and transcript(s) to EACC Office of Human Resources, 1700 Newcastle Rd, Forrest City, AR 72335, via email to [humanresources@eacc.edu](mailto:humanresources@eacc.edu), or complete an online employment application located at [www.eacc.edu/employment](http://www.eacc.edu/employment). Review of applications will begin immediately and continue until the position is posted. EACC offers all full time employee a generous benefits and leave package. EACC is an AA/EO employer.