

**Monticello Public Schools
ISD #882
JOB DESCRIPTION**

**Position Title: Adult Basic Education (ABE)
Program Manager**

Department: Community Education

Exempt Status: Exempt

Reports To: Director of Community Education Date: May 25, 2017

Approval: Assistant Superintendent

JOB SUMMARY: Provide leadership and supervision of the development, promotion, implementation and evaluation of Adult Basic Education programs including adult basic skills, GED preparation, English as a Second Language (ESL), Functional Workforce literacy, and other programs as appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

55% Programming and Operations

- A. Coordinate, plan, develop, implement, maintain and evaluate ABE programs within our consortium.
- B. Monitor ABE program to ensure compliance with Federal and State policies and reporting.
- C. Collaborate with teaching staff on student assessments, management of student data and monitoring of student progress.
- D. Market ABE programs to recruit students and raise community awareness.
- E. Conduct staff and program-based meetings.
- F. Guide the educational direction of the ABE program in collaboration with ABE staff, consortium members and Minnesota Department of Education (MDE).
- G. Facilitates communication and collaboration amongst consortium members and partners involved in the development and delivery of programs that impact ABE.
- H. Establish and maintain partnerships with relevant agencies and organizations.

25% Staff Supervision

- A. Supervise licensed and support staff.
- B. Recruit, hire and retain highly qualified staff.
- C. Evaluate new and current staff and support ongoing professional development.
- D. Work with staff to address students concerns, questions and connect them with community resources.

10% Budgets and Grants

- A. Assist with the establishment, administration, and evaluation of annual program budgets.
- B. Work to find additional funding sources and maintains records needed.
- C. Manage supplies, materials and equipment for the program and purchases as needed.
- D. Complete annual ABE funding application.
- E. Assure correct reporting of student hours for state funding.

F. Ensure all spending complies with federal, state and district guidelines.

5% Student Support

- A. Provide information and guidance to potential students regarding class schedules, testing guidelines and other ABE opportunities.
- B. Work with teachers to advise current students on establishing educational goals.

5% Professional Development

- A. Maintain active memberships in professional organizations.
- B. Attends meetings, in-services, and workshops as needed.

Performs other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- Bachelor's degree in Adult Education or related field.
- Valid MN driver's license without restrictions.

Experience:

- Three (3) years of experience in adult education, program development and administration is preferred.

Essential Skills Required to Perform the Work:

- Excellent oral and written communication skills.
- Excellent interpersonal relationship skills.
- Knowledge of best practices in adult education and ESL.
- Skilled in problem analysis, data collection and problem solving.
- Ability to make decisions and act within the district and program policies, procedures and guidelines.
- Ability to plan and implement promotional programs.
- Proficient in creating and maintaining budgets.
- Ability to work as a team member.
- Ability to make formal presentations and effectively present information and respond to questions from administrators, teachers, other district employees, students, and the general public.
- Ability to organize, direct and administer programs and personnel.
- Excellent computer skills.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates office equipment including computer, printer, copy machine and phone/mobile phone.
- Uses multiple software applications including word processing, spreadsheet, email and presentation applications.

Physical Job Requirements:

- Position involves frequent sitting, standing and walking.
- Position involves listening, speaking clearly and visual acuity.
- Position occasionally lifts and moves up to 20 pounds.

Mental Job Requirements:

- Position involves setting priorities and meeting frequent deadlines.
- Position involves responding to multiple and sometimes simultaneous requests for assistance.
- Position involves working with students in a positive manner.
- Position involves need for accuracy and detailed work on a regular basis.
- Position involves handling multiple tasks while dealing with frequent interruptions.

Working Conditions:

- Normal office conditions.
- Requires travel to various buildings/sites and consortium partners on a regular basis.

Job Outcomes:

- Projects a positive, cooperative, and respectful attitude with community members, students and other employees.
- Support students and staff by providing services that support the educational activities and job training programs to promote that students reach their full potential and program goals.
- Contributes to the effective and efficient operation of the school department.
- Communicates effectively with school and community committees, advisory groups and personnel to establish a positive relationship with all.
- Develops and implements community education programs to better serve the needs of community members.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.