

DAWSON COMMUNITY COLLEGE
JOB DESCRIPTION
2022

TITLE: Assistant Director of Adult Education
DIVISION: Workforce and Continuing Education
DEPARTMENT: Academic Affairs
STATUS: Grant Funded, Exempt, Full-Time
SUPERVISION RECEIVED: Director of Workforce and Continuing Education
SUPERVISION EXERCISED: Student Employees, Work Study Students

SUMMARY OF WORK:

Dawson Community College is accepting applications for the Assistant Director of Adult Education Programs. This is a full-time, grant-funded position. This position is available only if DCC is successful in renewing the grant. This position is responsible for providing supervision to all Adult Education (A.B.E., HiSET, and E.S.L.) both on and off campus. Regular reporting to both the college and grant funding agencies is required. The successful candidate will coordinate all program development and direct the planning and promotion of all Adult Education Programs.

This position is responsible for the coordination of the Adult Basic Education and Literacy service provided by DCC and the institutional testing program. Lead, coordinate, supervise and manage the Adult Basic Education program and the satellite site to ensure effective provision of basic educational opportunities for adults.

This position performs general administrative and instructing duties which require attention to detail, accuracy, and timeliness. Work is primarily performed in an office setting during assigned office hours. Position must be able to travel within two Montana Association of Counties (MACo) Districts (for 13 counties) this department serves. This position will be required to attend state meetings and adhere to strict standards of confidentiality of information and documentation. The position should expect daily contact with students and faculty through face to face, telephone, memos, email, and other forms of online correspondence. Demonstrated student focus, with passion for serving adults in attaining basic skills and high school equivalency credentials, and for encouraging their continued pursuit of education and/or training.

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:

Employees at Dawson Community College are required to demonstrate kindness, respect, integrity and professionalism for others. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College. Employees at DCC hold themselves and each other to a higher threshold of respect and practice respect for the people with whom we work and serve. Respect creates an atmosphere conducive to diversity, equity, inclusivity and learning.

Professionalism at Dawson Community College includes being mindful of our actions when working with students, colleagues, co-workers and our community members. Respect for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others is an expected part of all Dawson Community College job performance.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

DUTIES AND RESPONSIBILITIES:

- Report and work closely with the Director of Workforce Development and Continuing Education in all division related matters
- Organize and implement an instructional program that assists youth and adults in preparing to obtain their HiSET, enhance skills related to employment and self-sufficiency
- Identify, select, modify and create instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs
- Monitor and document participant progress to evaluate and modify educational plans as necessary

- Assess changing curricular needs and offer plans for improvement. Tutor students individually as the need arises
- Provide orientations, program curriculum and assessments to learners with the purpose of increasing their employability skills through education and assisting them in understanding the relationship between school and work
- Monitor continuously participant's attendance in scheduled activities
- Participate in staff meetings; review individual cases and review unusual and difficult participant circumstances to address areas for concern
- Communicate and coordinate with other service providers in order to provide quality customer service and avoid duplication of services
- Work closely with participant and school officials to provide whatever support necessary for participant to successfully complete their education
- Implement agency work plans at the program level to ensure achievement of set goals.
- Responsible for all matters related to Adult Education grant, e.g., write and submit grant each year and complete all necessary reporting requirements.
- Research additional grant opportunities to support program
- Responsible to monitor and report for all budget dollars associated with position/program.
- Coordinate testing and referrals with ABE
- Prepare assessment reports. Track the academic performance of students during and after their enrollment into the AE program
- Maintain awareness and understanding of new trends in Adult Education
- Travel within the designated MACo District to continue outreach and community partnerships
- Attend state conferences, seminars, and workshops
- Supervises work study and student employees
- Fulfill the obligations of a Campus Security Authority (CSA) as defined by the Clery Act. (A Campus Security Authority (CSA) is an individual, who by virtue of their college responsibilities and under the [Clery Act](#), may receive and is required to report any criminal incidents brought to their attention to the Vice President of Academic and Student Affairs so that they may be included and published in the college's Annual Security Report. CSA's are required to complete training on appropriately handling reporting crimes, victim relations and support, and related school policies.)
- Performs any other duties assigned by the administration when necessary to the operation and welfare of the college.

PERFORMANCE STANDARDS

DCC values professionalism in its employees. The following attributes and behaviors are identified as examples of what is expected of an employee:

CORE COMPETENCIES:

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal effectively with frequent change, delays, or unexpected events.
- Adheres to and maintains strict confidentiality with all fiscal, human and labor relation information.
- Attendance - Is consistently at work and on time.
- Business Acumen - Understands basic business practices.
- Change Management - Communicates changes effectively.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.

- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Managing People - Includes staff planning, decision-making, facilitating and process improvement; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, product and services.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity Standards; Completes work in timely manner; Strives to increase productivity; Works effectively.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- Inclusion – Provides an environment that is inclusive of all students and supports underrepresented students.
- Assessment – Assesses annual performance and works closely with the enrollment management team.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

This institution is an equal opportunity provider.

EDUCATION AND EXPERIENCE

REQUIRED:

- Bachelor's degree preferably in education
- Two years related experience working in an educational setting, adult education or college level workforce education
- Ability to work with complex budgets and reports
- Must possess human relation skills and communicate effectively.
- Excellent verbal and written communication skills.
- Experience using principles of adult education including learning strategies, learning styles, and special needs strategies.

PREFERRED

- Masters degree
- Experience with available software and applications
- Administrative experience in Adult Basic, E.S.L., or HiSET educational programs
- Licensed educator

COMPLETED APPLICATION PACKET MUST INCLUDE:

- Completed Dawson Community College application

- Current resume
- Cover Letter
- Copies of college transcripts (original transcripts required, if hired)
- Three professional references (names, email addresses, and phone numbers).

Background checks are required prior to employment.

INQUIRIES MAY BE DIRECTED TO:

Human Resources Department
 hr@dawson.edu
 406-377-9430

This institution is an equal opportunity provider.

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It provides guidelines for job expectations and the employee's ability to perform the position described. It is not an exhaustive list of all functions, responsibilities, skills and abilities. Supervisors may assign additional functions and requirements. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work.

Nondiscrimination Policy: Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. Employees who engage in such unlawful discrimination will be subject to disciplinary action up to and including discharge.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning any of these matters for employees should be brought to the attention of:

Leslie Weldon, Title IX Coordinator. Telephone: (406) 377-9412. Email: lweldon@dawson.edu. Mailing Address: 300 College Drive, Glendive, MT 59330.

Inquiries or complaints concerning any of these matters for students should be brought to the attention of:

Leslie Weldon, Title IX Coordinator. Telephone: (406) 377-9412. Email: lweldon@dawson.edu. Mailing Address: 300 College Drive, Glendive, MT 59330

Virginia Boysun, Registrar, Veteran's Coordinator. Telephone: (406) 377-9404. Email: vboysun@dawson.edu. Mailing address: 300 College Drive, Glendive, MT 59330.

Matt Hull, Dean of Academic Affairs, ADA Coordinator. Telephone: (406) 377-9434. Email: mhull@dawson.edu Mailing address: 300 College Drive, Glendive, MT 59330.

DCC's Annual Security Report and Fire Safety Report provides info about reporting crime, crime statistics, crime prevention, alcohol and drug policies, fire statistics, etc., is available at <https://www.dawson.edu/about/campus-security.html/title/annual-campus-security-and-fire-safety-report>. You may request a paper copy through the President's Office at (406)377-9401.

REVIEWED BY (SUPERVISOR SIGNATURE) _____ DATE: _____

REVIEWED BY (EMPLOYEE SIGNATURE): _____ DATE: _____