

Job Title:	Regional Adult Education Program Manager
Grade Level/Terms of Employment:	Grade 130 / 12 Month (260 days) Contract This is a grant funded position and is contingent upon grant funds.
FLSA Status:	Exempt
Work Location:	Richmond Technical Center North Building Adult Education Region 15 Office
Immediate Supervisor:	Director of Career and Technical Education
General Description:	The Regional Adult Education Program Manager provides leadership to the adult education program in the region by coordinating services to adult learners, providing staff development for teachers and tutors, and working with the Workforce Investment Board (WIB) to accomplish the goals of the Workforce Innovation and Opportunity Act of 2014 (WIOA).

Essential Duties and Responsibilities:

- Manages the adult basic education and English literacy programs within the region, including planning, organizing, developing, implementing, and evaluating adult education services
- Ensures delivery of high quality adult education instruction by well-trained and qualified teachers
- Supervises and evaluates direct reports, including instructors and office associates
- Participates in, and encourages staff participation in, the Virginia Adult Education Certification Program, administered by the Virginia Adult Learning Resource Center
- Collaborates with agencies, one stop career centers, community colleges, community-based organizations, and employers; initiates and maintains connections with other school divisions and professional societies to maintain a current knowledge in adult education best practices
- Manages the program budgets in a manner consistent with the requirements of the Adult Education and Family Literacy Act, Title II of Workforce Innovation and Opportunity Act (WIOA) of 2014, and the procedures outlined in the Operational Guidance Manual for Virginia Adult Education and Literacy Programs
- Develops or updates the multi-year plan and annual application continuations for funding required by federal legislation
- Creates and/or maintains an advisory board comprised of a representative from each member agency participating in the regional program
- Organizes outreach and recruitment events to increase adult learner's enrollment; collects and reports student data in a manner consistent with NRS (National Reporting System) and OAEL (Office of Adult Education and Literacy) requirements
- Works closely with the Workforce Investment Board (WIB) to expand adult education services
- Provides leadership and program development consistent with OAEL priorities, including:
 - integration of program management and instructional standards into curricula and classroom instruction
 - workforce development activities
 - transition of adult learners to postsecondary education and employment
 - leadership for implementation of WIOA

- continuous program improvement, including efforts to meet or exceed state and federal performance targets
 - use of data for program improvement
 - use of technology as a management and instructional tool
- Complies with monitoring and evaluating activities conducted by OAEL staff, including on-site visits and completion of corrective action.
- Performs other related duties as assigned by the Director of Career and Technical Education

Qualifications:

- Master's Degree and eligibility for a Virginia License in administration and supervision required; Master's Degree in Education and/or Education Administration preferred
- Minimum of three years of experience as an Adult Education Regional Program Manager or other division level educational administrative capacity preferred
- Minimum of two years budget management and grant writing experience preferred
- Ability to plan, organize, and direct a comprehensive education program for adults in multiple jurisdictions
- Excellent leadership and supervisory skills
- Ability to establish and maintain effective working relationships with clients, local program managers, the community, and administrative staff
- Excellent verbal and written communication skills
- Knowledge of the organization and communication channels of school divisions and the Virginia Department of Education Office of Adult Education and Literacy preferred.
- Ability to review and evaluate the overall effectiveness of local and regional programs, set goals and long range plans for local and regional programs, and develop and administer regional budgets, policies and programs preferred