

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Director of Adult Basic Education Program	<b>FLSA status:</b>	Exempt
<b>DEPARTMENT:</b>	Workforce and Economic Development	<b>REPORTS TO:</b>	Vice President of Instruction

**Position summary:** Under indirect supervision, this position is responsible for overseeing the adult education classes in Panola Shelby, Harrison and Marion counties. This position reports directly to the Vice President of Instruction and is totally grant funded.

**Position responsibilities:**

- Schedule classes, both adult education and computer literacy.
- Assist with interviewing and hiring new instructors.
- Keep detailed records.
- Contact probation/parole/case managers on a weekly basis.
- Provide participant attendance sheets to appropriate persons on a weekly basis.
- Provide assessment scores to appropriate persons on a weekly basis.
- Oversee that referrals from partnering agencies are filed appropriately.
- Oversee time sheets and check against schedules for accuracy.
- Make certain time sheets are turned in to workforce office in timely manner.
- Make certain checks are issued and/or delivered in a timely manner.
- Document all professional development hours and schedule needed workshops.
- Host or produce workshops or coordinate with someone else to do so.
- Document completion levels to enter into TEAMS.
- Oversee timely entry into TEAMS information for all sites.
- Review on a monthly basis with each instructor all pertinent information from their classes that has been entered into TEAMS so formative evaluation occurs.
- Inventory texts and supplies at each teaching site.
- Assist in completing purchase orders for supplies and getting needed materials to sites on a timely basis.
- Check delivery tickets against order forms for accuracy.
- Oversee with grant writing and submission.
- Attend conferences, training, and professional development opportunities.
- Visit and evaluate each instructor annually and stay throughout class.
- Market classes by developing flyers, tri-folds, networking, etc.
- Be a team worker in Workforce & Economic Development Office.
- Host advisory committee meetings two times a year.
- Develop student evaluation forms and collect completed forms at annual instructor visits.
- Ensure TABE & BEST Plus testing completed after 50 hours of instruction per student.
- Oversee ABE Records Specialists and clerical positions to ensure timely data entry of TEAMS, etc.
- Maintain and oversee data entry into local database.
- Identify other funding sources and seek money for program improvement.
- Collaborate with other service organizations.
- Support the philosophy and mission of the College.
- Perform other duties as assigned.

**Minimum Position Requirements:**

- Bachelor's degree with at least 3 years experience directly related to the duties and responsibilities specified. Travel required.

**Knowledge, Skills, and Abilities Required:**

- Strong interpersonal and communication skills.
- Excellent organizational, analytical, and planning skills.
- Ability to motivate others to work together toward a common goal.
- Ability to build consensus among diverse groups for the overall success of the organization and the project.

- Impeccable judgment and integrity.
- Must be able to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Must be able to foster a cooperative work environment.
- Strong computer skills.
- Skill in budget preparation.
- Ability to work with a diverse team in a fast-paced environment.

**Physical Demands and Work Environment:**

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.
- Some travel required.