

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Director of Adult Education & Literacy (AEL) Grant	<b>FLSA status:</b>	Exempt
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<b>DEPARTMENT:</b>	Instruction	<b>REPORTS TO:</b>	Vice President of Instruction
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**Position summary:** Under indirect supervision, the Director is the point of contact to the two consortium's Panola College is in partnership with under Texas Workforce Commission's AEL Grant. The Director is to effectively lead and be responsible for program oversight, service delivery, reporting, compliance and overall program and fiscal accountability. This position reports directly to the Vice President of Instruction and is grant funded.

**Position responsibilities:**

- Holistic program oversight, compliance and accountability for both program decisions and fiscal stewardship.
- Tactical partnership building to support the purpose of integration under Workforce Innovation and Opportunity Act (WIOA)
- Develop standard operating procedures, monitoring plans and schedules ensuring all AEL Instructors and staff understand the requirements and expectations of the grant.
- Maintain data integrity in TEAMS giving an accurate picture of services being provided to students.
- Identify areas of strength and weakness in the grant program.
- Annually evaluate instructors and their instruction.
- Participate in weekly and monthly meetings and trainings.
- Recruit and hire qualified instructors while maintaining open classes in the service area of the college: Marion, Harrison, Panola and Shelby counties.
- Ensure that partnerships are developed across core agencies and community stakeholders to promote, build and streamline services to AEL participants.
- Complete professional development hours as required.
- Other duties as assigned.

**Minimum Position Requirements:**

- Bachelor's degree required. Former grant experience preferred.

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

- Strong interpersonal and communication skills.
- Excellent organizational, analytical, and planning skills.
- Ability to analyze and assess training and development needs.
- Ability to build consensus among diverse groups for the overall success of the organization and the project.
- Able to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability 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 developing and implementing new strategies and procedures.

**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.
- Travel required.