

**Job Classification:** Non-Exempt, Full-Time Staff

**Work Schedule:** As Negotiated in Offer Letter

**Compensation:** Grant funded, As Stated in the Offer Letter

**Reporting Relationship:** Dean of Students/CSSO

### **Primary Accountability**

The Director of Adult Education will provide leadership and grant project management for Manhattan Area Technical College's (MATC) Adult Education program. Working closely with the Dean of Students, the director will establish appropriate facilities, ensure curriculum alignment with adult education standards, develop a service calendar, and provide direction for outreach initiatives. This role involves collaborating with community and business leaders to develop partnerships that integrate adult education skills into the workforce.

### **Major Duties**

- Program Management and Development
- Oversee daily operations of MATC Adult Education programs, including assessment and testing
- Lead the implementation of new practices and improvements, ensuring full integration into the college community
- Develop and evaluate educational pathways in collaboration with MATC Student Success teams, program directors, and instructors
- Prepare adult education schedules and manage facilities, including reporting for program expansion
- Oversee grant applications and program management for MATC Adult Education

### **Administrative Responsibilities**

- Supervise data entry into the college's administrative system and other grant-required reporting databases
- Maintain accurate records of expenditures and obligations, ensuring timely submission of reports
- Conduct performance evaluations and maintain required documentation
- Recruit, hire, and supervise qualified instructors, career/academic advisors, and support staff
- Prepare budgets and control expenditures within areas of responsibility

### **Curriculum and Instruction**

- Work with instructors to modify basic skills and gateway courses, integrating new instructional strategies
- Assist Senior and Executive Administration in providing college-wide leadership for College Readiness initiatives
- Collaborate with area public schools to facilitate smooth student transitions from high school to adult education programs

**Community Engagement and Partnerships**

- Represent MATC in various business, education, and agency partnerships related to college readiness and school collaborations
- Develop and maintain relationships with community and business leaders to integrate adult education skills into the workforce

**Program Evaluation and Improvement**

- Assist in conducting program reviews, analyzing student outcomes data, and survey results for career and technical programs
- Provide clear evaluative reports to inform program improvements and decision-making

**Additional Responsibilities**

- Perform other duties as assigned by the supervisor

**Qualifications:**

- Master's degree in Education or related field with at least 5 years related work experience, to include 3 years classroom experience in adult basic skills and 2 years supervisory experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the responsibilities.
- Thorough knowledge of adult education principles, personnel supervision, curriculum development, program evaluation techniques, and computer use.
- Broad knowledge of program management, accounting, and budget development.
- Able to plan and implement instructional programs appropriate to adult learners, and the ability to relate to students of various ages, ethnic backgrounds, and cognitive abilities.
- Experience with grant writing, management, and evaluation.

**PHYSICAL DEMANDS:**

- Ability to sit for extended periods.
- Ability to read computer screens and mail, email, talk on the phone.
- Ability to work occasional evenings.
- Ability to speak, observe, hear, and maintain hand/eye coordination.
- Ability to lift and carry up to 25 pounds.

**WORK ENVIRONMENT:**

- Professional and deadline-oriented environment in an educational setting.
- Interact effectively and professionally with students, staff, faculty, and guests.
- Display a student-centered approach.

**NOTICE OF SPECIAL POSITION OF EMPLOYMENT REQUIREMENTS**

1. This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institutional requirements.
2. Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an “at-will” employee.
3. All employees of Manhattan Tech are considered “responsible employees” pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situations.
4. Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements. Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.
5. All ‘offers of employment’ are subject to criminal background check prior to employment.