

**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:** Director of Adult Education

## **Primary Responsibilities**

This position is grant-funded, annually, through the Adult Education and Family Literacy Act (AEFLA), with the current project projected to extend to June 30, 2030. The ELL Program Coordinator at Manhattan Area Technical College (MATC) is a full-time, exempt position responsible for overseeing the English Language Learner side of the Adult Education program. This role combines leadership, academic advising, and program coordination to ensure student success and program effectiveness.

## **Major Duties**

### **Program Management**

- Assist with daily operational management of MATC Adult Education program, including assessment and testing
- Manage and create DRC TABE CLAS-E testing sessions in alignment with the approved KBOR Assessment Policy.
- Coordinate and guide the institutionalization of new practices and improvements
- Assist the Director with preparation of adult education schedules, facilities, and reporting
- Oversee data entry into college's administrative system and other reporting databases (LACES and Jenzabar)

### **Academic Advising**

- Provide comprehensive academic advising services to current and prospective Adult Education students, particularly ELL students
- Assist students in analyzing and evaluating academic needs
- Develop academic and educational plans to help students achieve their goals and/or transition to a MATC College program
- Meet regularly with students, particularly those deemed "at-risk"

### **Curriculum and Instruction**

- Ensure curriculum aligns with College and Career Readiness (CCRS) standards for adult education and ELL instruction
- Guide instructors in modifying basic skills and gateway courses
- Assist ELL instructors with classroom logistics, behavior management, and curriculum

### **Recruitment and Outreach**

- Participate in on and off-campus events promoting the College
- Collaborate with area public schools to facilitate student transfers to adult learning programs
- Provide recruitment and outreach services, informing students of financial support opportunities

**Staff Management**

- Assist Director with recruitment, hiring, and performance monitoring of Adult Learning Center staff and faculty
- Track and monitor instructor training and professional development progress according to Kansas Board of Regents' guidelines
- Guide instructors to complete tasks, meet compliance, and provide general support for instruction

**Qualifications**

- Master's degree in Education, TESOL, or related field preferred; minimum of Associate's degree required
- At least 5 years of related work experience, including 3 years of classroom experience in adult basic skills or ELL instruction and 2 years of supervisory experience
- Experience in academic advising, admissions, student affairs, or other areas of higher education administration
- Strong knowledge of adult education principles, ELL instruction, personnel supervision, curriculum development, and program evaluation techniques
- Excellent interpersonal, communication, and organizational skills
- Proficiency in computer applications related to advising and enrollment processes

**Physical Demands:**

- Ability to sit for extended periods of time.
- Ability to read computer screens and mail, email, talk on the phone.
- Ability to lift and move supplies up to twenty-five (25) lbs.
- Ability to work occasional evenings and attend events as required.

**Work Environment:**

- Professional and deadline-oriented environment in an educational setting.
- Interaction with students, staff and guests.

**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.