

## District 1199C Training & Upgrading Fund

### JOB POSTING COLLEGE AND CAREER READINESS DEPARTMENT DIRECTOR

#### General Overview of Position:

The Director of the CCR Department is responsible for oversight and supervision of District 1199C Training Fund's adult basic education/ELL, IELCE (Integrated English Language Literacy and Civics Education), and tutoring programs, Bridges to Career Opportunities program, and the Training Fund's myPlace campus; collaboration with PA CareerLink, literacy, social service and training partners; documentation, data reporting and grant writing; and, other duties as needed. This full time, grant-funded position with benefits reports to the Executive Director and serves on the agency's leadership team.

#### Essential Functions and Responsibilities:

- Supervise and direct the CCR, IELCE, tutoring, BCO and myPlace staff with monthly meetings and weekly (or more frequently if needed) check-ins.
- Implement monitoring system that enables staff and faculty to track adult education/ESL student enrollment, retention, pre and post assessment and educational functioning level outcomes, core goal attainment (*high school equivalency, post-secondary, obtaining employment and retaining employment*), and IET outcomes.
- Ensure faculty members have pre-test assessment diagnostics before the start of class, and use this information to individualize student learning.
- Ensure monthly review of e-Data reports, ASAP documentation, myPlace input, documentation requirements and fulfillment of contractual obligations.
- Ensure selection of high quality program staff, instructors, tutors, classroom aides, and case managers leading to excellent educational functioning level outcomes and attainment of core and secondary outcomes.
- Ensure quality instruction is offered that includes facilitated, interactive learning, project based learning, consistent use of curriculum and lesson plans that embed technology, workforce preparation and career awareness.
- Engage staff and teachers in implementing the agency's MyPath program that moves students through a series of workforce preparation and career pathway planning activities.
- Provide oversight to implementation of supplemental online learning activities.
- Provide oversight to implementation of volunteer classroom aides and tutoring program in coordination with Tutoring Manager.
- Provide oversight to implementation of IELCE and IET program development, implementation and student recruitment in coordination with the IELCE Program Coordinator.
- Ensure implementation of a high quality career coaching delivery system.
- Develop and implement departmental policies.
- Hold staff accountable for time and attendance, quality performance, student centric approach to working with diverse populations, and outcome attainment.
- Handle HR issues for the CCR Department in coordination with the Director of Administration and Finance.
- Provide oversight to the Program Improvement Team in coordination with IHPD Coordinator. Monitor the professional development and PLC/PIT implementation to ensure that all CCR staff and faculty are participating as required.
- Ensure a strong working relationship with Philadelphia Works and PA CareerLink, providing oversight to implementation of the terms of the MOU.
- Monitor monthly expenditures and part time teacher payments to ensure expenditures do not exceed grant allocations.
- Ensure regular communication and submission of reports to PA Department of Education, Philadelphia Works, CareerLink, Office of Adult Education, and other partners.
- Lead grant-writing efforts, and engage the CCR team in contributing to the process.

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- Provide oversight in ensuring that the work schedule for CCR staff is implemented as planned, and inform the Finance Department of any changes.
- Implement bi-annual performance evaluations of CCR staff and faculty.
- Prepare monthly outcomes reports for the Executive Director.
- Participate in internal staff/team meetings and external partner meetings. Support agency initiatives and events.
- Present at annual PAACE Conference.
- Collaborate with internal department leaders and external partners to aid student transition into post-secondary education/training and/or employment or social services.

### **Education and Experience:**

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An Ed.D, education related Ph.D., or Master's Degree in education is required. This individual needs to have a minimum of ten (10) years of experience in adult education (or education related experience); experience with ESL populations is preferred. Five (5) years of teaching experience, proven skills in data management and analytics, excellent technology skills, strong administrative and supervisory experience are required, and a high level of organizational, program management, and most importantly teamwork skills. In addition, the individual must have an established network within the field, including other literacy and social service organizations. This individual should also have an understanding of High Priority Occupations, and preferably possess working relationships with the CareerLink System, the Office of Adult Education, Philadelphia Works as well as employers and post-secondary providers.

### **Technical Proficiencies:**

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To perform this job successfully, an individual must have a high level of proficiency in using: Internet Explorer and other internet browsers; Microsoft Excel; Microsoft Outlook; PowerPoint; Microsoft Word and the Windows Operating System. In addition, the individual must be highly proficient in working with databases and have strong experience in how academic assessment testing systems are implemented correctly. Ability to operate general office equipment is required.

### **Work Requirements:**

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Produce quantitative and qualitative reports; ability to multi-task; work evenings and weekends as needed; exhibit flexibility; handle high volume of phone calls, emails, staff and student interactions; lead a diverse team; maintain positive relationships with funders; utilize data for decision making; create policies and systems; utilize conflict resolution skills; utilize a high level of organizational and time management skills; utilize critical thinking and positive problem solving skills; and, promote innovation in program development.

### **To apply, please submit the following documents by July 16, 2018:**

- Cover letter and resume.
- Vision statement for the College and Career Readiness department, laying out a road map for the current and future direction of the department (no longer than 500 words).
- Copy of Degree and Transcript of grades for the highest degree obtained.

**Application should be sent electronically to Cheryl Feldman: [cfeldman@1199ctraining.org](mailto:cfeldman@1199ctraining.org)**