Job Title: Dean of Adult Education

Job Code: 10103

JOB SUMMARY

The Dean of Adult Education is responsible for directing the college’s Adult Education Program.

MAJOR DUTIES

- Establishes and supervises adult education programs;
- Prepares grant applications;
- Manages and oversees financial/budget operations of the department;
- Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
- Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
- Maintains knowledge of assigned program area and gives updates to management on services, operations, and projects;
- Evaluates employees at scheduled intervals upon reviewing of all relevant information;
- Conducts regular evaluation of services provided and makes adjustments as needed;
- Maintains up-to-date with policies, procedures, and state or federal laws that may impact department initiatives;
- Supervises the development and implementation of instructional services, including student intake and assessment, curriculum implementation, and student education plans;
- Supervises the GED Testing Program;
- Promotes the adult education program to public and private organizations; organizes advisory committees;
- Reviews and approves all requests for supplies and materials, including all curriculum materials for the program;
- Oversees the maintenance of student records and the student data information system.

COMPETENCIES

- Knowledge of the mission of postsecondary vocational/technical education
- Knowledge of trends in Adult Education
- Knowledge of GED test components, policies and procedures
- Knowledge of the college’s academic programs
- Skill in the operation of computers and job related software programs
- Decision making and problem solving skills
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills
MINIMUM QUALIFICATIONS

Bachelor's degree required in a course of study related to the occupational field *and* Three (3) years of related work experience

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.