

Seward County Community College is a two-year institution offering 45 programs of study, including Adult Basic Education, certificate programs and Associate of Arts, Science, General Studies and Applied Sciences degrees. Ranked in the top 5% of more than 1,100 accredited community colleges in the U.S. by the Aspen Institute, SCCC serves a student body of 2,500+ students ranging in age from 15 to 85, in a county with the highest foreign-born percentage population in the U.S., and a rural service area of about 50,997 in seven Southwest Kansas counties as well as neighboring counties in southeastern Colorado, the Oklahoma and Texas Panhandles.

## **Responsibilities**

The Program Coordinator is responsible for the coordination of the Adult Basic Education (ABE) programs including, but not limited to, English Language Acquisition (ELA), General Educational Development (GED), and Accelerating Opportunity: Kansas (AO-K) within college and career readiness. This position works closely with the Director in the supervision of ABE and its day-to-day operations. The Program Coordinator also works closely with the Data Entry Clerk to provide accurate and verified data for AESIS for timely submissions. This position plans, develops, organizes, monitors, and evaluates curricula, classes, and activities to increase literacy and prepare adults for employment and/or post-secondary education entry. This position also assists the Director with training, managing, and evaluating staff who work in assigned programs. The percentages below are merely estimates, and the College reserves the right to assign the employee to areas of work within the job description at its sole discretion.

- Assist the Director with the coordination of all adult education programs. This includes, but is not limited to, training of employees, program planning, assigning duties, evaluating employee performance, addressing and solving problems.
- Maintain a working knowledge of the Kansas Adult Education Policy Manual and Proficiency Attainment Model (PAM).
- Assist the Director in the establishment of goals and objectives for ABE programs.
- Assist the Director in the oversight for implementation of policies and procedures.
- Assist the Director in the daily operation of the ABE programs.
- Collaborate with Director and other staff in the hiring of instructors.
- Perform routine classroom walk-throughs and observations.
- Assist the Director with informational meetings, advisory meetings, and community information concerning the ABE programs.
- Assist the Director in maintaining or exceeding State Target Goals as well as increasing and demonstrating educational gains.
- Coordinate student recruitment and program promotion as well as the enrollment of students.
- Coordinate the enrollment application process and orientation.
- Develop, implement, conduct, and evaluate a mentor/advisor program for ABE students.
- Coordinate and provide advising and transition services for ABE students to post-secondary degree pathways.
- Monitor students' attendance and counsel students to improve attendance rates.
- Monitor students during arrival and departure times.
- Monitor students throughout the school day.
- Assist in maintaining accurate, up-to-date student records.
- Collect, analyze, and/or report information regarding instructor and student performances.
- Demonstrate implementation and changes are successful and beneficial for the staff, students, and the ABE programs.

- Work with instructors as needed to help ensure student success within the individual classes.
- Demonstrate the successful transfer of students to post-secondary education or employment.
- Successfully complete required training and professional development activities.
- Perform other duties as assigned by the Director.
- Maintain a working knowledge of the Accelerating Opportunity: Kansas Handbook.
- Oversee the proper implementation of the AO-K program as mandated by the Kansas Board of Regents (KBOR).
- Assist the Director in the promotion and marketing of the AO-K program.
- Assist the Director in the recruitment of students for the AO-K program.
- Provide AO-K program information including, but not limited to, student qualifications, career pathways, student expectations, and testing requirements.
- Maintain and update current AO-K pathways.
- Assist the Director in the development of new AO-K pathways.
- Oversee the proper delivery of AO-K pathways.
- Assist in the development, implementation, and delivery of ABE/CTE team teaching models, working with the Director, ABE and CTE teachers, and the appropriate deans and/or directors of CTE divisions.
- Develop, implement, conduct, and evaluate a mentor/advisor program for AO-K students.
- Coordinate and provide advising and transition services for AO-K students to post-secondary degree pathways.
- Continually monitor student attendance, success, and progress.
- Conduct regular, routine student conferences to monitor and ensure student success.
- Provide timely student data and updates to the Data Entry Clerk for AESIS reporting purposes.
- Complete required data collection and reports with accuracy and timeliness.
- Successfully complete required training and professional development activities.
- Perform other duties as assigned.

### **Qualifications**

Associate's degree required with two years to five years of experience at the community college level preferred. Bachelor's degree preferred. Must successfully complete CCRS and STAR trainings and obtain certifications and other in-house training related to adult basic education.

### **Salary/Benefits**

Competitive salary. Participation in college Flexible Benefits program which includes options for single and family health and dental coverage, optional insurances, and reimbursement accounts. Other benefits include: income protection insurance; matching annuity; SCCC tuition reimbursement for employee and dependents; annual and sick leave allowances and participation in social security (FICA) and state retirement programs (KPERs).

**Salary Range:** Salary commensurate with education and experience.

**Position Status:** Full-time

**Application Deadline:** Open until filled.

**Start Date:** ASAP

- Successful applicant will be required to pass a criminal background check prior to employment.
- Separate application required for additional or future openings.

Applications may be emailed to [jobs@sccc.edu](mailto:jobs@sccc.edu), faxed to 620-417-1124 or mailed. Direct inquiries to Human Resources at 620-417-1123.

### **How to Apply**

To be considered, all of the following materials must be submitted to the address below:

1. Completed and signed Seward County Community College application. [Seward County Community College application.](#)
2. Job-related resume including contact information for three professional references.
3. Transcripts from all post-secondary institutions (copies are acceptable)

If employed, it is the responsibility of the candidate to provide official transcripts within 30 days. (Foreign transcripts must be translated and evaluated to determine equivalency to U.S. standards. Any fee for such services is paid by the applicant.)

***If any of the required materials are not submitted with your application packet, your application will be deemed incomplete and will not be forwarded to the committee for screening. Please notify Human Resources if you require any special accommodation(s) in meeting these requirements.***

### **Mailing Address:**

Human Resources Office  
Program Coordinator  
Seward County Community College  
PO Box 1137  
Liberal KS 67901-1137

More information about Seward County Community College can be found at [www.sccc.edu](http://www.sccc.edu)

### **Selection Process**

The search committee will conduct all minimum qualification appraisals as set forth on the position announcement and job description and reserve the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant an interview. Applicants selected for an interview will be notified of the time and place of the interview. Interviews are usually conducted on campus by the search committee. Additional interviews and/or teaching demonstrations may be required.

**All qualified applicants are encouraged to apply.**

EOE/Drug Free Campus

### **Other information**

- [Clery Act Campus Safety and Security Report](#)
- [FMLA English](#)
- [FMLA Spanish](#)