

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Director of Adult Basic Education**

Data Year: 2018

Prepared On: 04/03/2019

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Department:	Adult Learning Center	Grade:	13
Reports To:	Dean of Industrial Tech and Continuing Education	Classification:	Exempt
Supervises Direct:	11	Supervises Indirect:	0
Approved By:	Dr T Carter	Effective Date:	07/01/2017
		Revised Date:	06/20/2017

**Role:**

Responsible for identifying various needs, developing causes and projects to meet those needs, initiating and promoting such activities, and managing day-to-day operations of the Colvin Adult Learning Center and all aspects of the Adult Basic Education Program activities funded by state and federal grants.

**Essential Functions & Responsibilities:**

- |   |     |   |
|---|-----|---|
| E | 40% | Directs the department in the coordination of Adult Basic Education (ABE) programs.   |
| E | 20% | Analyzes trends and keeps abreast of demographics and strategies that can be threats or opportunities for the ABE programs.   |
| E | 20% | Responsible for training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.                            |
| E | 10% | Develops, proposes, gains acceptance for, and implements strategic plans designed to meet the college's short and long-term marketing objectives for the courses provided.  |
| E | 5%  | Maintains a positive working relationship with local businesses, schools and colleges; promoting college to employers, students and schools. Assesses community needs and implements courses at the best locations. |
| N | 5%  | Performs additional responsibilities as assigned by the Dean of Industrial Technology and Continuing Education and/ or VP of Academic Affairs.  |

**Performance Measurements:**

1. Develops new program initiatives and submit to the state via the yearly grant application process.
2. Insures the ABE programs meet the state and federal quality program standards.
3. Ensures proper and timely tracking of student progress records as needed for required state and federal reports.
4. Employs and retain competent staff to allow for smooth operation of the programs and meet state and federal personnel qualifications.
5. Ensures proper and timely submission of all state and federal program reports.
6. Regularly track the program budgets and submit financial reports on time.
7. Maintains updated instructional materials, equipment, and supplies for the ABE programs.

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8. Ensures that program-staff meet professional development requirements set forth by the state or federal grant guidelines.
9. Supervises and evaluate, as per college policy, all ABE personnel.
10. Maintains a professional work environment and businesslike appearance.
11. Coordinates the development of curriculum for all programs.
12. Assists in developing short and long-term goals for all programs through an advisory board.
13. Supervises, monitors, and evaluates student progress in all programs.
14. Writes, implements, and coordinates all facets of the annual ABE grant for state and federal dollars.
15. Attends meetings and conferences as required by State and Federal agencies.
16. Works in conjunction with high school personnel in reference to dropouts, counseling issues, and referrals.
17. Assists office assistant in daily operation of the office, which may include answering telephones, writing correspondence, student services, GED testing, etc.

**Knowledge and Skills:**

Experience	Two years to five years of similar or related experience.
Education	Individual should have a graduate degree. KBOR requires the administrator of the ABE program to have a graduate degree to receive Program Quality points.
Interpersonal Skills	The ability to motivate or influence others is a material part of the job, requiring a significant level of diplomacy and trust. Obtaining cooperation (internally and/or externally) is an important part of the job and a high level of interpersonal skills is critical to the success of this position. Work frequently involves contacts requiring considerable discussion of problems, material presentations, and resolving issues impacting departments or divisions.
Other Skills	Knowledge of: Management – Strong knowledge of principles and practices of organization and management.  English Language – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.  Education and Training – Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.  Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

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Psychology – Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment.

Mathematics – Knowledge of arithmetic, algebra, geometry, and their applications.

Skills:

Instructing – The ability to teach others how to do something.

Differentiation – The ability to distinguish between students learning styles and effectively teaching to student strengths.

Speaking – The ability to talk to others to convey information effectively.

Active Listening – The ability to give ones full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times.

Reading Comprehension – The ability to comprehend written sentences and paragraphs in work related documents.

Writing – The ability to communicate effectively in writing as appropriate for the needs of the audience.

Abilities:

Technology – Sufficient manual dexterity to be able to operate management office equipment including, but not limited to computers, printers, copiers, and audio visual aids.

Written Comprehension – The ability to read and understand information and ideas presented in writing.

Written Expression - The ability to communicate information and ideas in writing so others will understand.

Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Expression - The ability to communicate information and ideas in speaking so others will understand.

Speech Clarity – The ability to speak clearly so others can understand you.

Physical  
Requirements

Physical requirements are based on an 8 hour work day and may vary slightly.

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Sitting for a period of 3 hours at one time with a total of 3 hours  
Standing for a period of 3 hours at one time with a total of 3 hours  
Walking for a period of 2 hours at one time with a total of 2 hours  
Lifting: up to 100 lbs. occasionally  
Carrying: up to 100 lbs. occasionally  
Repetitive Action: use of right and left hand for simple grasping, pushing and pulling,  
and fine manipulating.  
Frequent keyboarding (5 or more hours per day)  
Bending, squatting, frequently and reaching above shoulder level continuously  
Driving occasionally for college activities  
Exposure to dust, fumes and gases occasionally

Work Environment Regular exposure to favorable conditions such as those found in a normal office.  
Day trips and occasional overnight trips for professional development maybe required.

**Disclaimer:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

**This Job Description is not a complete statement of all duties and responsibilities comprising the position.**

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Printed Employee Name

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Date

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Employee Signature