



Center for Adult and Family Education, Director, Job Description

Job Title: Director, Center for Adult and Family Education (CAFE)

Oversee Adult Basic Education Services

Develop and implement programs and services that support adult basic literacy, and English as a second language (ESL) programming for the Gunnison Valley; recruits, hires and supervises part-time temporary ESL, GED, ABE instructors and Childhood Educators; recruits, trains and supervises volunteers for ESL tutoring and adult basic education instruction and for the childhood classrooms. Evaluate program effectiveness and implement changes as needed. Plan, prepare, and administer a budget to meet the goals of the program. Writes grants and fund-raises to securing additional funding support for the program.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Gunnison County Library District Executive Director.

SUPERVISION EXERCISED

Part-time temporary instructors, work study students, childhood classroom educators, and volunteer tutors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and has overall responsibility for the Center for Adult and Family Education.

Implements literacy program that provides the greatest good to the greatest number of students, while striving to eliminate barriers to program participation, e.g., hires highly qualified staff, offers level appropriate classes, chooses a good time and location for classes, arranges for individual tutors if warranted, keeps student fees low, and provides childhood classroom education.

Publishes timely flyers, brochures and other information that advertises program offerings, including bilingual public service announcements to local newspapers.

Collects student information consistent with requirements of CAFE including information that may be required by funding agencies.

Recruits, trains and supervises part-time temporary instructors, work-study students, and child-care workers. Recruits, trains and supervises tutors for ESL, GED, ABE teaching.

Plans and implement annual fund-raising campaign, manages donor database, writes grants, contract-for-service requests, and any other documentation needed to either secure funding for CAFE or to meet reporting requirements of such funding.

Advocates on behalf of CAFE by giving presentations and maintaining contacts with community stakeholders and donors.

Works with the Library director and Business Manager to develop an annual budget for CAFE and monitors revenues and expenditures to assure fiscal control.

Provides direct service to CAFE clients as an instructor, tutor, and administrator as required.

OTHER DUTIES

Attends periodic conferences and workshops on ESL, adult literacy and family literacy.

Works with local organizations to assess and plan for programs that will help meet the need for adult and immigrant education in the valley, e.g., the Gunnison County Multicultural Resource Office, the Department of Human Services, and the Colorado State Workforce Center.

Works with the Library director to raise awareness of Library services that are available to non-English speakers.

DESIRED MINIMUM QUALIFICATIONS

Education and experience:

- A) Graduation from an accredited four-year college or university with a Bachelor's degree in education or a closely related field. Master's preferred.
- B) Prior experience with volunteer supervision and program management.

Necessary knowledge, skills and abilities:

- A) Flexibility to adapt to new situations and challenges, ability to work with a diverse group of people.
- B) Skill in preparing and administering budgets
- C) Ability to prepare and analyze reports; ability to independently initiate and carry out projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with Literacy Program board, students, staff, volunteers, Library director, and the general public; ability to efficiently and effectively administer a useful adult education center.

SPECIAL REQUIREMENTS

ESL endorsement or certification desirable