



Bristol Community College - Director of Adult Basic Education and Workplace Literacy

**About Bristol Community College:**

Bristol Community College has core values rooted in student success and lifelong learning. For more than 50 years, BCC has served as a leading resource for education and workforce development in the region.

The college offers a rich variety of degree, certificate, and training programs along with flexible online offerings that lead to an associate degree, a career-ready certificate, or the ability to transfer to baccalaureate colleges throughout the state and country. The Center for Workforce and Community Education provides customized training for businesses and the community. The college also strives to put the needs of learners first with support services and career advancement opportunities that lead to student success by reducing barriers to educational access.

With locations in Attleboro, Fall River, New Bedford, and Taunton, BCC is nestled in charming Southeastern Massachusetts - a great place to learn, grow, live and work. From city life to seaside, BCC locations are in close proximity to bustling metro areas such as Boston and Providence and centrally located to the spectacular beaches and coastline of Cape Cod, Newport, Nantucket, Martha's Vineyard, and Block Island. The area is also home to fine dining, thriving historic districts, and a short commute to New England ski areas.

The College annually serves more than 11,000 credit students and 18,000 students who participate in noncredit activities. BCC is one of the largest employers in the region and is dedicated to fostering an inclusive environment with a rich diversity of beliefs, cultures, languages, abilities, and lifestyles. Committed to enriching its educational experience through a supportive community, BCC actively encourages candidates of all backgrounds to apply and achieve our vision to change the world by changing lives, learner by learner. BCC is a public community college accredited by the New England Association of Schools and Colleges (NEASC) [www.BristolCC.edu](http://www.BristolCC.edu).

**Job Description:**

**STATEMENT OF DUTIES:** Reporting to the Vice President of Workforce Development, Lifelong Learning, Grant Development and External Affairs, the Director of Adult Basic Education and Workplace Literacy provides leadership and administrative direction to Bristol Community College initiatives related to adult literacy. The Director of Adult Basic Education and Workplace Literacy is responsible for facilitating a culture of continuous improvement for students interested in getting a high school equivalency or for those seeking English for Speakers of Other Languages (ESOL) competencies while attracting and recruiting a culturally and socio-

economically diverse community. The Director of Adult Basic Education and Workplace Literacy must work in adherence with the Workforce Innovation and Opportunity Act or WIOA and other funding policies and regulations as well as collaborate with workforce/corporate services on workplace offerings. The Director works closely with both the academic divisions of the college as well as the workforce and community education area ensuring student pathways into college and careers.

#### **DUTIES AND RESPONSIBILITIES:**

- Develop and support a culture of shared governance, trust, respect, and transparency for all constituents.
- Provide leadership over the operational aspects of adult education and skill development as well as workplace literacy offerings conducted on- and off-campus while incorporating new and best practices. Develop, administer, and evaluate high quality adult education courses and certificate programs.
- Collaborate with Workforce Education Institute (WEI) members to establish and implement adult education and literacy plans, policies and procedures to support student success, bridging noncredit students into the college, and supporting the college's strategic plan.
- Provide leadership and be responsible for the college's adult education and workplace literacy programs and initiatives. Develop goals and measurable indicators of success. Collect, analyze, and utilize data to inform plans and decision making.
- Lead, supervise, and evaluate customized program offerings directed toward meeting the needs of the business community. Develop and modify contextualized curriculum and daily lesson plans. Collaborate with workforce and community education on WIOA requirements, workplace literacy, regional economic development efforts, and the coordination of community education offerings with Adult Basic Education and ESOL students.
- Manage continuous improvement process and evaluation of the adult education area in adherence with the Massachusetts Department of Elementary and Secondary Education's Adult and Community Learning.
- Collaborate with college communications to ensure a consistent college brand, promote the college and its services, and market adult basic education and workplace literacy programs.
- Provide leadership in developing, enhancing, and implementing programmatic innovations while working within requirements and funding to meet the diverse needs of students at all Bristol Community College locations.
- Develop annual and long-range plans for adult basic education recruitment, enrollment and academic and career bridging.
- Develop and manage the adult basic education and workplace literacy budget; Work closely with the Executive Director of Development and Dean of Grant Development to secure appropriate outside sources of funding.
- Lead, supervise, and evaluate direct reports in WEI's adult basic education area. Promote professional development within the area to enable the college to achieve its initiatives.
- Evaluate and continuously improve service operations to ensure excellent customer service, effective operations, and convenient computer/web-based services.

- Collaborate with all areas of the college to achieve established student outcomes and foster an integrated student success model.
- Cultivate external relationships with K-12, institutions of higher education, and community-based organizations.
- Actively participate in community, state and regional activities, and organizations to promote and enhance strong industry connections in program development and instructor recruitment.
- Perform all duties as assigned.

**SUPERVISION RECEIVED:** Reports to the Vice President of Workforce Development, Lifelong Learning, Grant Development and External Affairs.

**SUPERVISION EXERCISED:** Staff members of the Adult Basic Education and Workplace Literacy area.

**Requirements:**

**REQUIRED QUALIFICATIONS:**

- Master's degree in English Speakers of Other Languages, higher education, or related field from an accredited institution.
- Demonstrated effective, innovative leadership and administrative experience with at least five years in substantial progressive experience teaching adults in an adult basic education setting. Knowledge of and demonstrated ability in adult basic education curriculum development and professional development.
- Management role with recent experience developing and implementing best and high-impact practices related to adult education and workplace literacy.
- Demonstrated commitment to the community college mission, and serving the needs of first-generation and traditionally underrepresented/underserved students.
- Demonstrated ability to collaborate with others across the college to build effective relationships; promote noncredit pathways into the college; and increase student enrollment, retention, and graduation rates.
- Ability to prepare and administer a significant and complex budget.
- Exceptional interpersonal skills and substantial experience in supervisory roles that attract, develop, manage, retain, and advance a diverse, talented professional staff.
- Effective oral and written communication skills that include the ability to listen and respect diverse points of view, build consensus, share information accurately, and build an environment of trust.
- Demonstrated ability to understand, apply, and enforce state and federal regulations and laws.
- Demonstrated expertise and commitment related to assessment and continuous improvement of adult basic education enrollment, student services and bridging from noncredit to credit at or with a higher education institution.
- Ability to work effectively with a diverse faculty, staff, and student body.
- Proficiency in oral and written expression. Demonstrated ability in grant writing.
- Proficiency in Microsoft office suite.

## **PREFERRED QUALIFICATIONS:**

- Knowledge of and direct participation with adult basic education as well as higher education accreditation principles and procedures.
- Experience with data collection, analysis, and continuous improvement.
- Demonstrated track record of effective relationships with external constituencies, including K-12 districts, four-year institutions of higher education, and community organizations.
- Demonstrated commitment to the principles of shared governance and transparency.
- Experience with collective bargaining, especially in a higher education environment.
- Ability to speak a language in addition to English.
- Working knowledge of informational systems including Banner and other federal reporting software and platforms.

## **Additional Information:**

**POSITION STATUS:** This is a full-time, non-unit position with benefits.

**SALARY:** Commensurate with qualifications and experience.

## **Application Instructions:**

**TO APPLY:** Please complete our online application by clicking on the "Apply" button. Screening will begin with completed applications received by September 13, 2018 and will continue until the position is filled.

**VACANCY REQUIRES:** 1) A completed Bristol Community College Employment Application. Incomplete applications, including comments such as "See Resume," will not be accepted. 2) A current resume. 3) A cover letter that demonstrates how your skills and experience meet the desired and required qualifications of the position (not limited in length). 4) The hired candidate must supply official transcripts and/or certifications. Transcripts must include your name and degrees conferred.

All candidates must have legal authorization to work in the United States. BCC is not sponsoring H1B Visa.

Pre-Employment Background check, including Criminal History will be conducted for all positions.

Candidacy for this position may be screened out, if there are apparent mistakes in your cover letter, resume, employment application or failure to follow application instructions.

*Bristol Community College is an [Equal Opportunity and Affirmative Action Employer](#).*

**Bristol Community College changes the world by changing lives, learner by learner.**