



Job Description

Job Title:	Associate Dean Basic Skills and International Community	Grade:	N
Department:	Community Development	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Provides oversight for the Literacy Education Information System (LEIS) to ensure that state and federal requirements for reporting and funding are met. Establishes and monitors processes that will ensure compliance of literacy funding regulations. Develops and manages new instructional projects including funding sources. Serves as community liaison for outreach to emerging or new community literacy needs.

Characteristic Duties and Responsibilities:

1. Manages all aspects of student data (LEIS) collection reporting and analysis of data for quarterly reporting to ensure the program is meeting NC Basic Skills funding requirements and to be in compliance with NC auditing requirements. Monitors national and state student data reporting requirements as it applies to NC Basic Skills policy.
2. Analyzes existing assessment protocol to assess and recommend processes that will ensure accurate and timely LEIS student data is collected and reported and that it is in keeping with NC Basic Skills policy.
3. Manages and oversees JumpStart Scholarship including collaborating with technical career instructional units, student support services, outreach and recruitment and financial aid department. Oversees the development of JumpStart processes and procedures for students and program areas to ensure scholarship funding serves underemployed and unemployed community. Prepares annual report for JumpStart donors as directed by the CPCC Foundation.
4. Directs and manages preparations for Basic Skills State Monitoring visit to ensure compliance with policy and follows up on report recommendations as needed.
5. Participates in the development, planning, recommendations and implementations of Community Development goals and objectives, including monitoring NC and national trends in Adult Education. Assists the Dean in preparing annual instructional goals and objectives. Monitors national trends in Adult Education and recommends program additions or revisions.
6. Manages and supervises Basic Skills Department to ensure COD, registration, LEIS data is collected and input into Datatel system to generate quarterly reports as required by state and analyzes and reports on benchmark data to make necessary changes in instruction or data collection.
7. Develops relationship and a network of local, state, regional and national-level partners to serve on advisory committees and present at national conferences. Serves on national and state boards representing the college.
8. Oversees instructional programming documentation to ensure it is in compliance with LEIS collection and audit requirements. Reviews, researches and implements instructional programs based on changing student needs.
9. Develops and implements strategic plan for distance learning Basic Skills. Serves as NC Basic Skills Project Ideal Liaison to develop and recommend strategic plan for NC Basic Skills Distance Learning and serves as distance learning trainer and technical advisory for ESL.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

November 2008



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10. Researches, writes and applies for grant funding to support community development initiatives for transition, distance learning and training for high demand occupations.
11. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Dean, Community Development

Direction Given: Direct supervision as a first-line supervisor over faculty, professional and administrative support staff for assigned programs

Minimum Requirements:

Master's degree from an accredited college or university in education, English as a Second Language (ESL) or related; 4 to 6 years of direct classroom instruction; grant writing, grant management experience and/or experience as an administrator at a higher education institution

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of principles of experiential learning, ESL, and contextualized curriculum development

Knowledge of Career Pathways models and transition programs

Knowledge of NC Basic Skills including accountability measurements and reporting requirements

Knowledge of basic skills literacy curriculum and academic instruction

Ability to develop new academic programs

Knowledge of workforce development, career pathways, distance learning training

Knowledge of research-based and best practices curriculum designs for second language learners

Ability to write grants and implement grant-funded programs

Knowledge of automated systems or software for technology integration in programs and accountability processes

Leadership and supervisory skills

Strong communication skills

Ability to work with individuals from diverse backgrounds

Working Conditions:

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; frequently traveling between buildings on campus, to other campuses, and out-of-town to attend meetings and conferences; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse; some evening work hours

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