

SOUTHWEST ECONOMIC SOLUTIONS

JOB TITLE: MANAGER, RANDOLPH CAREER TECH

CLASSIFICATION: NON-UNION, EVENING PART TIME CONTRACT

REPORTS TO: SENIOR MANAGER, DIRECTOR WORKFORCE

SUPERVISES: 4 STAFF AND SEVERAL PROGRAMS

GENERAL DESCRIPTION: The Manager plans and implements the operational strategies for a dynamic adult education program that directly prepares participants for the workplace. The Manager provides development, management including coordinating programs and classes at the Randolph CTE evening program. The Manager works closely with the Senior Manager of Workforce and Director of Workforce to deliver workforce development goals. The Manager will be responsible for assessing program goals and evaluating student progress.

SPECIFIC DUTIES:

- Manages the day to day operations of Randolph CTE and it's cohorts
- Supervises the Educational Staff as well as training partners
- Collaborates with Sr. Manager of Workforce to achieve Earn and Learn and workforce goals and objectives, barrier support and wrap around services with SWES.
- Administers TABE/Key Train/GAIN assessment for new participants and creates a work plan for those interested in ABE/GED.
- Ensure data is collected within goals outlined by DESC.
- Ensures individual and group instruction for participants preparing for the GED or Work Keys
- Helps to ensure contextualized ABE curriculum for sector based cohorts
- Work collaboratively with the trainers to support student progress
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Experience in managing facilities and computer labs
- Experience in teaching adults and in coordinating a non-traditional, community-based, adult-focused educational program.
- Experience in supervising staff, coordinating day to day operations, planning and developing program strategies, and collaborating with community partners
- Experience in working in a culturally diverse setting
- Effective communication skills in oral and written form

MINIMUM QUALIFICATIONS:

- Degree in Education or related field preferably with an administrative certification
- Three years' experience in managing an adult education programs
- Working knowledge of computer software including TABE assessment program, Microsoft Word, Excel and Outlook, and Google products.

- Must have reliable transportation for day to day work activities.
- Access to personal vehicle for day to day transportation on the job