



NEW: Submitted:
07/01/2019 05/14/2019

JOB TITLE:	MANAGER SKILLS U
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II/ GR 10
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	3103
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides program leadership and direction; plans, develops, implements, and evaluates all aspects of program and personnel. Supervises Skills U staff. The Assistant Director classification is limited to one staff member per funded agency (i.e., Board of Education, community college, etc.). Other complementary responsibilities will include: administrative, accountability, and instructional leadership; human resource and fiscal management; community engagement; organizational progress; and professional development.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Oversees the day-to-day operation of program
- Initiates and facilitates change for continuous program involvement
- Understands, interprets, and assures compliance with applicable federal and state laws and regulations
- Initiates program planning, develops goals, and plans for meeting objectives
- Promotes a safe work environment
- Establishes procedures for collecting, documenting, and reporting data, and ensures accountability
- Communicates regularly with staff and involves them in planning through a variety of formal and informal means
- Oversees recordkeeping, fiscal management, and programming
- Uses program data in order to make data-informed decisions
- Ensures compliance with contract and Implementation Guidelines
- Creates and carries out strategic plans
- Establishes and maintains effective teaching and learning practices program-wide
- Ensures high-quality, evidence-based instruction by overseeing the following: design of learner-centered instruction and classroom environments; design of standards based instructional units and lesson plans; use of instructional techniques that are effective with adult learners; design of instruction to build learners technology and digital media literacy skills; and design of instruction to build learners higher order thinking, communication, and problem solving skills (Adult Teacher Competencies)
- Monitors and manages student learning and performance through data; specifically ensures assessment of learners prior knowledge, learning needs, and college and career readiness goals; sets learning goals and course of study; monitors learning through summative and formative assessment; adapts instruction based on formative and summative student assessment data (Adult Education Teacher Competencies)
- Assures effective communication intended to motivate and engage learners through conveying high expectations, motivating learners to persist in meeting their goals, and engaging student in active listening, dialogue, and questioning to facilitate and support learning (Adult Education Teacher Competencies)
- Supports curricula design and promotes effective instructional strategies using the Kentucky Skills U Employability Standards to ensure instruction is contextualized for workforce preparation through standards based lesson plans and units
- Reinforces effective classroom management techniques
- Hires and validates staff that possess the qualifications outlined in the job descriptions below

Assures effective and efficient program staffing
Supervises, observes, evaluates, and coaches staff
Coordinates activities of instructional staff to ensure effective and efficient program operation
Supervises staff in developing professional development plans targeting student success and ensures staff will complete professional development requirements and adheres to professional development guidelines
Manages fiscal resources and reports financial information and seeks resources through foundations, grants, and the like
Prepares and monitors all aspects of budget
Monitors contract compliance and cooperative agreements
Advocates and promotes adult education program within service area
Builds partnerships to enhance the availability, quality, and delivery of services
Participates in local organizations and initiatives (P-20 councils, local Workforce Innovation Boards, KY Career Centers, local chambers, Work Ready Communities Teams, etc.)
Builds and maintains collaborative relationships with workforce service providers to ensure effective service referrals and seamless service delivery system
Models professional behavior and requires other staff members to act in a professional manner
Promotes the philosophy, goals, and objectives of adult education at local, state, and national levels
Promotes an environment in which cultural and philosophical diversity is valued and appreciated
Cultivates an atmosphere of respect for all staff and students
Recruits and retains students to meet local and state performance goals
Accesses and evaluates the need/demand for services on an ongoing basis in order to determine the most effective and efficient use of resources and personnel
Establishes processes and procedures for using data (enrollment hours of participation, etc.) to allocate instructional resources to most in-demand areas
Adheres to the expectations for Skills U Directors in professional development guidelines requirements
Ensures the use of technology resources by all service area instructors to engage in ongoing professional development and lifelong learning
Assesses personal strengths and weaknesses of staff as a basis for developing professional development plan
Pursues professionalism and continually builds knowledge and skills by processing content area knowledge and teaching skills required for subjects and populations taught; participating in professional development networks and teaching skills required for subjects and populations taught; participating in professional development networks and learning communities; refining instructional practices through reflection on experience, evidence, and data; and participating in and contributing to program improvement efforts (Adult Education Teacher Competencies)
Evaluates staff as assigned
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

<p>This work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations.</p>
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MINIMUM QUALIFICATIONS

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| Master's degree |
| Three (3) years of administrative/management experience |

Effective communication skills

DESIRABLE QUALIFICATIONS

Doctorate degree in administration, education, or a related field

Valid KY Teacher Certification

Valid Instructional Leadership or Administrative Certificate
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Experience in diverse workplace
