The Louisiana Community and Technical College System (LCTCS) is now taking application for one Director of Adult Education Academics to be domiciled in Baton Rouge.

**Summary:**
Under the direction of the WorkReady U Executive Director, this position provides technical assistance and leadership to local adult education programs and test examiners statewide. The Director of Adult Education Academics will work collaboratively with the Director of Professional Development for Adult and Community Learning to deploy a statewide system of professional development for adult education professionals that is regionally focused and embedded in core outcome measures established by the WorkReady U initiative.

The ideal candidate will provide statewide leadership in the development and implementation of a college and career ready curriculum for adult learners.

**Duties and Responsibilities (shall include but are not limited to the following):**

- Serves as primary liaison with local WorkReady U programs in matters dealing with program growth, program performance, instructional best practices, and adult basic education common curriculum
- Serves as the primary liaison to all local programs that are in corrective action due to substandard performance
- Assists adult education programs to pursue the implementation of services to meet the needs of adult learners
- Functions as the designated lead to design, implement, coordinate and evaluate activities and services that support adult learners as it relates to adult education and high school equivalency testing
- Serves as curriculum developer and technical assistance provider
  - Researches and designs innovative programmatic development based upon the WorkReady U model
  - Develops and coordinates online courses which will fill any skill and/or time gaps between students completing secondary education and beginning postsecondary learning
  - Develops and coordinates curriculum to be used statewide to prepare adult learners to be college and career ready
  - Develops and provides relevant statewide professional development activities for faculty, staff, and administrators as related to the Adult Education State Plan, high school equivalency testing program, and the WorkReady U Initiative
- Assists, where needed, with the implementation of the WorkReady U funded programs and initiatives
o Assists in the development, content, quality and timeliness of Leadership activities mandated by WIA, Title II, Adult Education legislation
o Assists in the review and analysis of data collection for WorkReady U
o Assists in the approval and management of funded program budgets

- Assists in the coordination of student services statewide for the recruitment, intake, instruction and transition of adult learners
- Assists in partnership development with business, industry and the community to enhance the college and career readiness opportunities of adult learners
- Provides reports as requested by the Executive Director of WorkReady U and other external reporting.
- Performs other duties as assigned within the WorkReady U unit.

Minimum and Preferred Qualifications:

- Baccalaureate degree required (Masters or adult education degree preferred) in secondary or postsecondary education or a related field, plus three to five years of extensive and exemplary work in a related field preferred.
- Work in related research activities may be substituted for experience only.

Additional Required Knowledge, Skills and Abilities:

- Strong organizational and analytical skills
- Excellent written and oral communication and interpersonal skills.
- Strong computer skills.

Compensation:

Compensation will be dependent upon education and work experience. For more information about the Louisiana Community and Technical College System, visit www.lctcs.edu.

Application Instructions:

Applicants for this position should submit 1) a cover letter, 2) resume´ and 3) the names and contact information of three work-related references to: Assistant Director of Human Resources, Louisiana Community and Technical College System, 265 S. Foster Drive, Baton Rouge, LA  70806 or via email to fkillen@lctcs.edu.

Applications will be accepted until the position is filled.