



VACANCY ANNOUNCEMENT

*Open to all qualified current staff
and external applicants*

ADULT EDUCATION MANAGER

Adult Education

(40 hours per week; exempt)

Position #231244001

- DATE POSTED:** October 9, 2019
- LOCATION:** Penrose
- STARTING WAGE:** **\$25.75** per hour + full benefits (for benefits information, please see: <http://ppld.org/jobs/benefits>)
- POSITION HOURS:** 40 hours per week based on the following schedule:
Monday, Wednesday and Friday 8 a.m. – 5 p.m.
Tuesday and Thursday 12 p.m. – 9 p.m.

Note: Regular schedule may be subject to minor changes due to required meetings, training events, etc. Also, management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

APPLICATION PROCEDURE:

1. Complete a PPLD online application located at ppld.org/Jobs on the Application tab
2. Please attach a resume and cover letter.
3. Attachments should be submitted in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
4. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531-6333, Ext. 6086.

CLOSING DATE: Open until filled with preference given to online application materials received by **October 23, 2019 at 9:59 p.m. MDT** PPLD will conduct ongoing screenings of applications on a first come-first serve basis; as soon as we determine to have a qualified pool of applicants, this position may close quickly and without notice.

CONDITIONS OF EMPLOYMENT:

All selected candidates...

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). Pikes Peak Library District participates in E-Verify.
- are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-Verify), education, former employment, and criminal history.
- may be uniformly tested for job-related skills and required physical abilities.
- may be required to undergo a physical examination *after* a job offer is extended in order to ensure that the job's physical requirements are met.
- must understand and comply with PPLD's drug-free workplace policy.
- understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice.

EOE As an **Equal Opportunity Employer**, Pikes Peak Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender expression, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library reserves the right to hire more than one person per advertised vacancy.

ADULT EDUCATION INSTRUCTOR (cont.)

Position Summary: Operates in a diverse environment to help fulfill the Library's mission by overseeing the development and implementation of adult education curriculum and programs.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Oversees development and implementation of HSE/ESL curriculum. Continuously evaluates curriculum with annual updates of objectives and assessments.
- Provides leadership, guidance and training to adult education instructors and volunteers. Provides coaching and corrective action as necessary for instructors and volunteers. Conducts performance reviews.
- Directs daily operations for adult education instructors.
- Conducts ongoing analysis of community demographics and educational needs.
- Ensures all curriculum meets CCRS standards, and English Language Proficiency Standards in the ESL program.
- Ensures course objectives, student abilities and needs, as well as instructional strategies are relevant to the learning needs of ABE, ESL, ASE and Career Pathways populations.
- Evaluates, selects, and recommends appropriate textbooks for HSE/ESL courses.
- Provides instruction for Adult classes in academic, life skills, and workplace curriculum based on individual need and assessment.
- Completes periodic assessment and evaluation of learners' skills acquisition. Creates, maintains, and implements multi-level ESL lesson plans. Plans classroom activities and prepares materials. Incorporates andragogical approaches in instruction.
- Manages scheduling and broad programming initiatives with the Adult Education team and appropriate public service directors.
- Oversees program orientations. Monitors student assessment and placement at orientations. This includes test administration, dissemination of program information, and proper class placement. Assists in the recruitment and screening of students.
- Interviews, selects, trains and develops new staff; provides coaching and corrective action as necessary, provides supervision and professional for instructional staff.
- Conducts instruction observations, performance appraisals and develops goals and activities for individual and group staff, verifies and approves timesheets, maintains personnel records.
- Provides input to the Adult Education Director with budget preparation, grant procedures, and updating departmental policies and procedures.
- Maintains, monitors, and evaluates program data from the LACES database to ensure continuous improvement and compliance.
- Serves as Accessible Design Coordinator to assist Pikes Peak Library District students with special learning needs and obtain reasonable accommodations for both testing and instruction that facilitate educational gains.
- Assists instructors in obtaining Adult Basic Education Authorization within three years of hire.
- Reviews volunteer monthly report data and responds to inquiries or concerns. Recommends resources and materials for volunteer led programs.
- Promotes library services through programming, outreach and partnerships within the community; acts as a liaison to schools, local government agencies, non-profits and businesses. Represents the library at meetings and community events.
- Responds to suggestions, comments, and complaints in a timely manner.

ADULT EDUCATION INSTRUCTOR (cont.)

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- Provides an encouraging, welcoming point of contact in person, over the phone, or in a virtual environment for individuals seeking adult education opportunities.
- Prepares monthly department reports.
- Participates in informational outreach activities regarding Pikes Peak Library District's adult education services.
- Works with Pikes Peak Library District branches to coordinate class schedules and other events.
- Keeps informed about Library and department information.
- Attends regular department meetings and scheduled all-staff meetings.
- Performs other job-related duties as assigned.

Required Knowledge, Skills, and Abilities

The employee is expected to perform or possess the following:

- Demonstrates knowledge of adult education instruction, theory, and practice.
- Demonstrates excellent verbal and written communication skills; maintains effective relationships with customers, coworkers, and with staff at all levels.
- Ability to develop materials and assignments utilizing universal design principals in conjunction with students-centered learning, differentiated instruction, and self-regulated learning.
- Ability to develop and demonstrate a multicultural awareness to contribute to organizing cultural events.
- Thorough knowledge of the Pikes Peak Library District's policies and procedures and ability to follow them.
- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision to the public.
- Ability to work independently and effectively organize daily work under general supervision.
- Ability to effectively train others.
- Ability to work as part of a team, demonstrating an excellent customer service attitude.
- Demonstrates ability to effectively use applications software, including Microsoft Word, Excel, Access, and Outlook along with standard office equipment.
- Demonstrates ability to exhibit sound judgment and demeanor in public interactions; thinks and acts appropriately under pressure.
- Demonstrates ability to work effectively as a team member, organize daily work and meet deadlines in a fast-paced, detail-rich environment.

Education and Experience:

1. Requires an MA, MLS, MEd, MS or in other related field.
2. Requires a minimum of three years of classroom experience teaching adults as the primary instructor.
3. Supervisory experience is preferred.
4. Bilingual ability is a plus in serving a diverse community.
5. Requires Colorado Adult Basic Education Authorization or willingness to obtain within three years of hire.
6. Requires a valid Colorado driver's license.

ADULT EDUCATION INSTRUCTOR (cont.)

Physical and Environmental Conditions:

Work is primarily conducted in an office setting that provides comfortable lighting, temperature and air conditions. Position requires the ability to sit and use a computer or standard office equipment for extended periods. Position requires the ability to stand for extended periods of time. Position requires the ability to occasionally reach, bend, climb, twist and squat. Position requires the ability to lift up to 35 pounds. Position requires the ability to push a loaded book truck.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.