



Job Description

Position Title:	Manager, Adult Education, Essential Skills & English as a Second Language
Classification Level:	Level 5
Hours of Work:	As per employment contract
Immediate Supervisor:	Vice President, Academics
Location:	TBD

GENERAL:

Reporting to the Vice President, Academics, the Manager, Adult Education, Essential Skills, and English as a Second Language (ESL) oversees the operational planning, establishment, execution, and evaluation of Adult Education, Essential Skills and Employment Readiness, and ESL programs for Suncrest College. This includes the management of program planning and evaluation, preparation, implementation of budgets and targets, and supervision of staff. This position will lead the research, consultation, implementation, and planning process to establish new or modified solutions in support of program development and delivery for online and on-campus learners.

This position is responsible for the strategic planning of Adult Education, Essential Skills, and ESL programming initiatives to ensure they meet the needs of the organization, learners and the public. This position will provide leadership in ensuring learner connections to employment and opportunities.

JOB DUTIES AND RESPONSIBILITIES:

1. Management & Leadership:

- Responsible for the management of all Adult Education, Essential Skills, and ESL programs including the scheduling, coordination, delivery, program planning and evaluation, needs identification, research and preparation, implementation and monitoring of budgets.
- Responsible for ensuring quality and consistency of online and on-campus programming using Instructional Standards and academic guidelines and procedures.
- Provide leadership and direction in terms of ensuring a collaborative, safe, effective, and efficient work environment.
- Using a Quality Improvement approach, develop and implement policies, procedures, guidelines, and strategies pertaining to program areas.
- Liaise with departments and lead the development of interdepartmental processes necessary for Adult Education/Essential Skills/ESL success.
- Meet regularly with staff to assess issues/ areas of improvement, and work toward solutions that seek to improve efficient and professional service and program delivery.
- Liaise with external agencies, partners and stakeholders, and represent the College on committees as assigned.
- Negotiate partnership and training agreements with outside agencies, clients, and brokering institutions.

- Represent the College to the appropriate government contacts and work with the department on funding proposals.
- Prepare, manage, and administer program budgets.
- May be required to act as Director of Education for delivery of 30 level curriculum from the Ministry of Education.

2. Planning & Reporting:

- Lead the planning process to assist in determining College Adult Education, Essential Skills, and ESL program plans.
- Research new programs and training needs, and assist in developing and implementing new programs
- Contribute to the overall marketing and communications plans and promote the College in the region as a provider of quality education and training programs.
- Research potential funding initiatives (provincially and federally), new developments, and community programs suitable to meet the requirements of specific projects or needs of First Nations communities.
- Ensure regular program monitoring and evaluations.
- Participate in senior management decision-making process whereby decisions will require creativity and some independent judgment. These decisions will be made in order to resolve, adapt, develop solutions and recommend changes and/or to introduce new procedures and practices.
- Participate in the preparation of reports such as the Annual Report, the Business Plan, Quarterly Reports, Adult Education reports, monthly board reports, and other ad hoc reports as required.
- Ensure that timely reports are available to the President, Executive Team, government departments, and other agencies and organizations as required.

3. Supervision:

- Provide supervision to Adult Education, Essential Skills, and ESL teams and clerical staff.
- Responsible for completion of orientation, performance appraisals, and training plans.
- This position will have direct line authority, and as such, will be responsible for applying the Collective Bargaining Agreement, and will have the authority to hire, discipline and discharge, and respond to grievances as required.
- Ensure that performance standards and expectations are clearly defined and maintained to ensure quality education.
- Ensure the college is providing high quality programming & services.

4. Additional Duties:

- Other duties as assigned.

REPORTING RELATIONSHIPS:

Reports to: Vice President, Academics

Supervises: Senior Coordinator, Adult Education
Senior Coordinator, Essential Skills
Senior Coordinator, ESL

QUALIFICATIONS:1. Experience & Education

- The minimum educational qualification for this position is a bachelor's degree in education. This education would provide knowledge of business management, career and employment training programming, strategy, proposal writing, and analytical research skills.
- The minimum amount of practical, related experience required to perform the duties of this position is 3 years' experience in supervising in a similar environment.
- Registered or eligible to register with Saskatchewan Professional Teachers Regulatory Board.
- Experience in an Education or related public sector.
- Demonstrated experience in working with people from equity groups in a cross-cultural setting.

2. Knowledge, Skills & Abilities

- Understanding of adult education system and principles, learner needs, and accessibility services and testing.
- Experience and understanding of innovative instructional strategies and instructional standards.
- Experience conducting classroom observations, documenting findings and implementing corrective actions as needed.
- Demonstrated ability to provide strong leadership in taking initiative to advance major developments, projects, and/or new areas of growth.
- Strength in building relationships and working collaboratively across departments, with employees and Business /Industry.
- Demonstrated knowledge and experience in Essential skills and Employment Training.
- Working knowledge of Learning Management Systems (ie. Brightspace), education technologies and implementation strategies
- Experience leading and managing multiple employees with diverse portfolios in a unionized environment.
- Ability to use tact and diplomacy in difficult situations and to maintain confidentiality of personal information.
- Demonstrated skills in negotiating, collaborative problem solving, budgeting, analysis, leadership, and general management skills.
- Demonstrated interpersonal skills, with an emphasis on the ability to resolve conflicts.
- Demonstrated ability to adapt to changing circumstances and seek new opportunities.
- Demonstrated ability to use deliberate strategies to influence, persuade and inspire others.
- Demonstrated experience with technology.
- Demonstrated presentation and public speaking skills.
- Demonstrated ability to facilitate groups with differing opinions, experience, and backgrounds.
- Demonstrated personal responsibility for the performance necessary to achieve individual and / or team goals and objectives.
- Ability to research information and opportunities and be decisive in decision-making.
- Ability to travel as required by the position. Occasional overnight travel is required.

3. Additional Requirements

- Valid Driver's license required.
- Satisfactory Criminal Record Check.

I hereby acknowledge that I have received, read and understand this document:

Incumbent Name

Signature

Date