

POSTING NOTICE

COMPETITION #: SC-053-2425

POSTING DATE: December 20, 2024

CLOSING DATE: January 10, 2025

CLOSING TIME: 12:00 PM

POSTED: INTERNAL/EXTERNAL

POSITION TITLE: Senior Coordinator, Adult Education

CLASSIFICATION: Field

SALARY: Level 8, Non-Instructional Salary Grid

LOCATION: Yorkton, SK (Main Campus)

START DATE: As soon as possible

HOURS OF WORK: 37.5 hours per week

STATUS: Permanent / Full-Time

IMMEDIATE SUPERVISOR: Manager, Adult Education, Essential Skills & ESL

Applications including Resume & Cover Letter to humanresources@suncrestcollege.ca

POSITION SUMMARY:

Under the supervision of the Manager, Adult Education, Essential Skills & ESL, this position is primarily responsible for the planning, delivery, coordination, and evaluation of Adult Education programs for Suncrest College, including core programs, rural AE programs, AE on-reserve programs, or programs developed to meet a specific need with the region. This position will supervise staff members, including instructors, responsible for the delivery of Adult Education programs at Suncrest College, and will work as part of the Foundational Skills & English Language Training team.

JOB DUTIES AND RESPONSIBILITIES:

1. Program Planning, Promotion, and Coordination

- Participate in the program planning process to assist in determining College program plans.
- Participate in program or training negotiations with existing and potential partners.
- Research new programs and training needs and assist in developing and implementing new programs and program renewal.
- Develop, design, and recommend course content that supports effective Foundational Skills' program delivery, especially where a pre-determined curriculum is not available.
- Coordinate the daily operations of AE program activities as they relate to student matters and program delivery, ensuring all logistics are in place to ensure quality programming; and, support the program area with clear and consistent student-centered program vision and operations, focusing on excellence in service, safety and program delivery.
- Oversee all necessary program coordination, ensuring all materials and supplies are ordered and in place before programs start.
- Collaborate with College and program staff to ensure facilities and equipment needed for the operation of assigned courses and programs are arranged.
- Collaborate, advise, recommend, or approve price quotes from suppliers/partners, as needed, in consultation with other program staff.
- Participate, in collaboration with the Chair, in the recruitment and selection process for program staff, as required, including the recommendation and coordination of postings and contract requests.
- Monitor program resources to ensure program delivery effectiveness, including participation in the development, monitoring, and amendment of expenditures and budgets.

- Assist in the marketing plan for program promotion; arrange for program advertising, ensuring all required information is distributed appropriately.
- Provide programming information to students, training partners, and the public using various communication methods.
- Promote programs and services to students, staff, training partners, and the public.
- Advise and recommend, to the department Chair, potential programs and services and provide rationale, as required or requested, to support the same.
- Participate in the alignment of programs and services with the College's strategic plan goals and objectives.
- Work with the department Chair in the student recruitment and selection process that promotes AE programs and services to potential students, as required.
- Coordinate orientation strategies to ensure consistent and comprehensive onboarding experiences for students and staff.
- Collaborate with the Learner Experience team on student intake and retention initiatives.

2. Monitor Program Delivery

- Keep informed of, and engaged in, current and emerging trends and issues related to Adult Education programming.
- Monitor the delivery of quality programming, ensuring responsiveness to the needs of students.
- Ensure curriculum and other requirements from the Ministry of Immigration and Career Training, curriculum from the Ministry of Education, curriculum from any other partners, and any other requirements are fully compliant and implemented. This might include, but would not be limited to, compliance with requirements for curriculum access, course approvals, exam accommodations, and departmental exam sittings and invigilation.
- Participate in evaluating program effectiveness in meeting community and / or industry needs.
- Orientate, support, supervise, and evaluate instructors and staff using the College's Instructional Standards process or other supervision tools.
- Provide effective support and guidance to instructional staff on Instructional Standards, strategies, and technology use.
- Verify and authorize staff time sheets and travel claims.
- Provide suggestions on staff work plans and professional development plans and provide recommendations to the Department Chair.
- Assist with researching potential funding initiatives (provincially and federally), potential new developments, and community programs suitable to meet the requirements of specific projects or needs of First Nations' communities.
- Ensure regular monitoring of all AE program areas occurs and provide reports to the department Chair, as required.
- Address student matters and program issues, as required, referring more complex issues to the Chair.
- Monitor student attendance and assist instructors in resolving conflicts and implementing the disciplinary process; refer complex situations to the Chair.
- Monitor attrition and ensure implementation of student success and enrollment management measures.
- Champion and model diversity and inclusion to create a supportive environment for all staff, learners, and the public.
- Support the identification of supports for student development services. Act as a liaison for staff and students to ensure supports are identified for student success.
- Act as primary point of contact for student concerns and mediate between instructors and students, as necessary; refer complex situations to the Chair.
- Provide timely oral and written reports to Manager, funding agencies, and other partners, as required.

3. Communications, Relationships, and Decision Making

- Communicate and collaborate effectively with staff, clients, potential clients, other agencies, institutes, organizations, stakeholders, and the public.
- Provide a link between program staff and students to the Chair with the purpose of maintaining effective and collaborative communication and support.
- Develop and maintain relationships with stakeholders such as co-workers, students, agencies, government departments, business and industry, educational institutions, partners in program development and delivery, and Indigenous organizations.
- Participate in programming or training negotiations with partners, provide creative approaches to training and services challenges, and coordinate the development of solutions for clients.
- Participate in the team decision making process: decisions will require creativity and some independent judgment. These decisions are made in order to resolve, adapt, develop solutions and recommend changes and/or to introduce new procedures and practices.

- Ensure that College policy, procedures and the Collective Agreement are followed, where applicable.
4. Additional Duties
- Regular travel within the Suncrest College region is required.
 - Perform instructional duties in AE programs, if needed.
 - Other duties as assigned.

QUALIFICATIONS:

1. Education & Experience

- The minimum educational qualification for this position is an applicable degree with preference given to a Bachelor of Education. This education would typically provide knowledge in adult education programs' development, needs assessment, budgeting, proposal writing, and analytical research skills.
- The minimum amount of practical, related experience required to perform the duties of this position is two years. This experience will demonstrate the skills required to negotiate with partners, deal with sensitive situations, organizational and time management skills, and supervisory skills.
- Minimum of two years related, practical, classroom experience.
- Two years supervisory experience.
- Demonstrated experience in risk taking and risk management.
- Demonstrated experience in managing multiple projects.
- Demonstrated experience in supervising staff, including instructional staff.
- Demonstrated experience working in a cross-cultural environment.

2. Knowledge, Skills & Abilities

- Demonstrated proficiency in the use of computer applications, including communications technologies, spreadsheets, word processors, internet usage, and other applications.
- Demonstrated experience in the use of Learning Management Systems, including Brightspace.
- Demonstrated oral and written communications skills.
- Demonstrated effective public relations and public speaking skills.
- Demonstrated supervisory and leadership skills.
- Demonstrated interpersonal skills and the ability to work on a team.
- Demonstrated analytical and problem-solving skills.
- Demonstrated ability to facilitate groups with differing opinions, experience, and backgrounds
- Demonstrated ability to analyze, conceptualize and synthesize needs and make recommendations.
- Demonstrated personal responsibility for the performance necessary to achieve individual and / or team goals and objectives.
- Knowledge and understanding of student recruitment, retention, and transition in an educational environment.
- Knowledge and understanding of Indigenous ways of knowing.
- Ability to research information and opportunities, make decisive decisions, and use deliberate strategies to influence, persuade or inspire others.
- Ability to adapt to changing circumstances.
- Strong conflict resolution management.
- Ability and willingness to perform position duties remotely, if required.

3. Supervision

- Orientate, support, monitor, supervise, and evaluate Adult Education instructors and staff across the Suncrest College region using the College's Instructional Standards process or other means, as assigned.
- Provide effective support and guidance to instructional staff across the Suncrest College region on Instructional Standards, strategies, and technology use.

4. Other Requirements

- A Valid Driver's license is required.
- Satisfactory Criminal Record Check Required.
- College-wide travel required.