

# Delaware County Literacy Council

Job Title: Director of Student Curriculum and Instruction	Reports to: Executive Director
Revision Date: January 2023	Job Status: Full Time
Job Title: Salaried	Exempt

## Position Overview

The role of the Director of Curriculum and Instruction (DCI) is to ensure that DCLC's students receive instruction that prepares them to achieve their academic and workforce goals. The DCI is responsible for managing all the education programming DCLC offers adults, including, but not limited to, Adult Basic Education/Adult Secondary Education/High School Equivalency and English as a Second Language. The DCI also coordinates the Integrated English Literacy and Civics Education and Integrated Education Training programs for non-English speaking adult students. Responsibilities include curriculum development, course evaluation and scheduling, budget preparation, supervision and staff development, record keeping, and reporting to funding agencies.

The DCI will supervise the teaching staff including the instructional practices, efficacy, and professional development of individual instructors. The program partners with other organizations to offer basic literacy in English as well as career and civics training.

The DCI will also ensure that DCLC's instructional services are internally aligned to support student progress and externally aligned to standards and best practice. The DCI is a member of the organization's senior management team and serves as a strategic planning partner in planning.

## Essential Job Functions

- Preparing and delivering one adult education class.
- Supervising teaching staff including hiring, regular class observation, and annual performance reviews. Monitor teachers' performance through student outcome measures, classroom observation, and student feedback.
- Leading the agency's professional development planning, implementation, and measurement. Work with the In-House Professional Development Staff (IHPDS) to plan professional development for teachers.
- Actively pursue knowledge of adult education best practices and funder requirements
- Having an understanding and working knowledge of all PDE guidelines for Adult Education is strongly preferred.
- Ensuring student records are maintained in compliance with funder requirements.
- Ensuring all assigned organization reports are correct and submitted on time.

- Ensuring all funding agency policies and procedures, as well as Union Settlement policies and procedures, are enforced and followed.
- Providing support for relevant grants including writing, management and documentation.
- Collaborating with the Finance Department to create program budgets and fiscal controls. Adhere to all funding agency guidelines when expending funds.
- Additional duties as assigned by the Executive Director.

**Non-essential Job Functions**

- Supporting DCLC special events.

**Requirements**

- Minimum bachelor's degree and 7 years of work experience in adult education, PDE/ABLE funded programs preferred.

**Other Skills/Abilities**

- Certification in CASAS administration. If not, already certified training will be provided by DCLC.
- Ability to support students in connecting to support service staff.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.