
Job Title	Director-Learning Center
PVN ID	YC-2208-005045
Category	Managerial and Professional
Location	YORK COLLEGE
Department	Government Relations and Strategic Initi
Status	Full Time
Annual Salary	\$78,000.00 - \$82,000.00
Hour(s) a Week	35
Closing Date	Jan 31, 2023 (Or Until Filled)

General Description

York College seeks an experienced, visionary, and resourceful professional to lead the largest adult language and literacy program within the City University of New York (CUNY). Reporting to the Executive Director of Government Relations and Strategic Initiatives, the director has wide latitude for developing and implementing York College Learning Center's adult literacy programs, which include Adult Basic Education (ABE), High School Equivalency (HSE) preparation, English as a Second Language (ESL), Integrated English Literacy and Civics Education (IEL/CE), workforce development/readiness, educational case management, academic counseling, and referral services to our network of partners. The Learning Center at York College serves 1,000 students annually. The director is responsible to ensure all areas are accountable and meet the requirements as detailed in the funding award contracts.

Specific Responsibilities

- Provide strong leadership and implement strategic planning that support collaboration, instructional excellence, innovation, professional development, and continuous improvement through program accountability
- Develop grant-funded and private-sector proposals to maintain the Learning Center and expand its capacity in offering instructional and academic case-management services
- Monitor the implementation of programs, including fiscal oversight and procurement
- Ability to develop and manage multiple budgets over varying grant contract timelines
- Work with the College's Office of Research and Sponsored Programs and the Research Foundation of The City University of New York to ensure budget and reporting requirements are met and are in compliance with each grant contract's requirements
- Knowledgeable about Workforce Innovation and Opportunity Act (WIOA) funded Adult Literacy Programs and ensure all goals, priorities, rules, regulations, performance, budget, reporting and compliance requirements are met
- Oversee and supervise all program departments and operations, including instruction, case management, academic advisement, and student support services

- Direct the hiring, supervision, training and monitoring of performance of instructors, coordinators, counselors, and support staff to ensure alignment with the Center's mission
- Utilize Data-Driven Decision Making to ensure continuous improvement in all areas program-wide, especially in the areas of assessment and student outcomes
- Oversee data systems and ensure high quality data for all participants are accurately documented and in compliance with grant contracts
- Accountable for progress, interim, and final report submissions to all required entities
- Oversee implementation of curriculum development and course offerings, inclusive of digital literacy and educational technology
- Oversee the integration of WIOA-funded program priorities, the College and Career Readiness Standards for Adult Education, and the NYSED/CUNY Careerkits into the curriculum and continue the implementation of these resources for program development
- Oversee procedures for intake, orientation, assessment, and placement of students
- Develop and implement professional development programs and activities for staff leading to improved performance
- Represent the Learning Center externally and internally
- Network and establish new partnerships with public and private entities to collaborate on new programming opportunities
- Maintain collaborative relationships with the New York City literacy community, New York State Education Department Division of Adult Education Programs & Policy, NYC Regional Adult Education Network, community based organizations, NYC Workforce Development Board, NYS Department of Labor Career Centers, and the SUNY Queens Educational Opportunity Center
- Ability to lead the institution remotely if required and knowledge of effective strategies to implement distance learning and support services
- Oversee the NYS Adult Student Information System & Technical Support data system and ensure all operations are in compliance with regulations and reporting requirements
- Oversee program accountability for the National Reporting System for Adult Education concerning data collection, analysis of performance indicators, and data reporting

Other Duties

Perform other tasks consistent with the goals and objectives of this position and as assigned.

Qualifications

- Master's degree in Education or related field from an accredited institution preferred
- At least 8 years of progressive administrative, managerial, and supervisory experience at the program manager or assistant director level required
- Successful grant writing and program development experience required

- Effective leader with capacity to support the vision and mission of the Center and ensure its alignment with York College
- Proven leadership demonstrating excellent organizational, managerial, problem-solving, and critical thinking skills
- Prior experience in recruiting, developing, supervising, managing, and evaluating personnel
- Capacity to manage multiple projects simultaneously and complete them within tight deadlines
- Prior experience working in an urban adult literacy program with a strong understanding and interest in serving students from diverse backgrounds
- Possess excellent interpersonal, verbal, written communication, and time management skills
- Must be familiar with current trends in adult learning pedagogy, including the new NYS High School Equivalency Test (GED) requirements, ESL methodology, theme-based and contextualized instruction, and project-based learning
- Ability to work in a dynamic environment, responsive to changing goals, priorities, and needs
- Demonstrated ability to analyze data and develop strategies, goals, and procedures
- Must be adept in MS Word and MS Excel and other applications in MS Office
- Knowledge of current workforce trends related to education and training options
- Proven ability to get results within a team environment and to develop productive working relationships at all levels of the organization.