



TVCC is a comprehensive community college dedicated to promoting student success.

RECRUITMENT ANNOUNCEMENT

ABE/CP/IET Director

Adult Basic Ed / Career Pathway / Integrated Education & Training

PAY - \$61,800 (annual)

JOB TYPE - Full-time (grant-funded)

DEADLINE - First review 3-29-24

LOCATION - Ontario, Oregon

DEPARTMENT - CTE

REPORTS TO - Dean of CTE

This position is responsible for providing institutional coordination, direction, leadership, and structure to ensure seamless transition for students into TVCC's Career Pathways programs, from partner high schools, Adult Basic Education (ABE) program, General Education Diploma (GED) program, Snap 50/50 Training and Education Program (STEP), High-School Equivalency (HEP) program, and other potential student pipelines. This individual will support and grow related cross-department efforts, including Integrated Education and Training programming, which requires regular collaboration with employees to help ensure student progression, completion, and ultimately transition to employment.

QUALIFICATIONS

MANDATORY: Bachelor's degree in Education, Special Education, Educational Administration or related field. Basic knowledge of Adult Basic Skill and English as a Second Language progression and assessments. Requires excellent organizational, communication, and interpersonal skills. Sensitivity to and acceptance of diverse cultures and individuals expected. Must be computer literate and open to the development and implementation of innovative delivery systems and enhanced teaching through advanced information technologies. Must be able to work a flexible schedule that may include evenings and weekends for monthly Board meetings, other meetings, and public relations events, as needed.

PREFERRED: Master's degree in Education, Special Education, Educational Administration or related field. Oregon teaching and/or administrative experience. Special Education background. Three years of teaching experience. Knowledge of and experience in grants. Bilingual in English-Spanish preferred.

ESSENTIAL FUNCTIONS

The essential functions include the development and coordination of all IET programming, oversight of the Adult Basic Skills Development area, including English as a Second Language instruction.

Regular coordination and broad collaboration with the Career Pathways (CP) Coordinator, Benefits Navigator, and the STEP/STARS program (grant) is required.

The Coordinator, Integrated Education & Training (IET) is a member of the Adult Basic Skills team that manages, develops, and executes the IET-related deliverables of grant-funded programs in the Adult Basic Skills Development department.

Provides IET instructional and curriculum support to faculty and staff. Coordinates recruitment, retention, and completion of current and prospective IET students.

Coordinates and collaborates inter-departmental IET program development including course and curriculum design, the creation of contextualized adult education and Career and Technical Education (CTE) instruction and activities, and the establishment of inter-departmental communication and workflow processes.

Collaborates with advisors, instructors, and staff to recruit, screen, orient, onboard, and retain prospective students for the ABSD, STEP/STARS, Benefits Navigator, and other programs.

Provides instructional support through training, professional development, and instructor-student observations to ensure evidence-based instruction and contextualized IET practices in adult education and the CTE classrooms.

Collaborates with the Adult Basic Skills, English as a Second Language instructional areas to assist with registration procedures, reducing barriers to enrollment, enhanced campus support systems, outreach initiatives, and other special projects.

Develops and maintains external partnerships with industry, community, and Workforce Innovation and Opportunity Act (WIOA) core partners to ensure the above programs serve the student and the local job market needs.

Maintains relationship with Oregon Employment Department and improve collaboration and assist students with transition towards resources and employment.

Maintains compliance with grant funding agency's expected performance measures, program requirements, and procedures.

Compiles, monitors, and interprets data related to student progression and program performance measures for program assessment, grant requirements, and state reporting.

Performs other duties as may be required or assigned.

Supervision of Departments:

Conducts supervision and oversight of the ABSD (Title II) program, ESL program, and any other ABSD/ESL/GED grant.

College/Community:

Represent instructional areas at the Directors meetings.

Represent TVCC's instructional programs at the local, regional, state, and national level.

Assist with public relations as necessary and requested.

Maintain liaison with Oregon Employment Department and external stakeholders.

This announcement covers the most significant duties performed by the position, but does not include other work, which may be similar, related to, or a logical assignment for the position.

TERMS OF EMPLOYMENT

This is a full-time, Professional, grant-funded, exempt position.

BENEFITS

Benefits include medical insurance for employee and eligible dependents, Oregon retirement plan as well as 160 hours of annual vacation leave, 16 hours of annual personal leave and 8 hours per month of sick leave accrual.

APPLICATION PROCEDURE

A complete application file consists of the following:

- A letter of interest stating how you are qualified to perform the duties of the position
- A resume
- College transcripts (copies are acceptable at this time)
- Two recent letters of recommendation
- A TVCC application for employment. A pdf fillable application may be downloaded at www.tvcc.cc/hr/jobs.cfm
- If applicable, a completed DD Form 214 in order to establish veteran preference per OAR 839-006-0445 and OAR 839-006-0450(3)

APPLICATION SUBMISSION: All application materials should be submitted or mailed to: HR@tvcc.cc or Human Resources, Treasure Valley Community College, 650 College Boulevard, Ontario, OR 97914.

NOTE: If you are unable to supply any requested application information by the deadline, please notify the HR office, otherwise your application may be deemed incomplete and will not be considered further. Materials submitted with the application become the property of TVCC and will be retained in accordance with employment procedures. The College reserves the right to reject all applicants and ask for a re-opening of the position or make a direct appointment.

TREASURE VALLEY COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and nondiscrimination should contact the Human Resources Director located in the Student Services Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-5839. Persons having questions about or requests for special needs and accommodation should contact the **Disabilities Services Coordinator** at Treasure Valley Community College, 650 College Blvd., Ontario, OR 97914. Telephone (541) 881-5812 or TDD (541) 881-2723. Contact should be made 72 hours in advance of the event.