



Turtle Mountain Community College

10145 BIA Road 7
P.O Box 340
Belcourt, ND 58316
Phone 701-477-7862
Fax 701-477-7892
www.tm.edu

Adult Basic & Secondary / GED Program Director

Position Title: Adult Basic & Secondary/GED Program Director
Contract Term: 12-month position
Accountable To: TMC President
Salary: \$68,396 - \$74,258

Summary of Position: The primary focus of the position is to direct and supervise staff in the operation of the State Adult Basic & Secondary/GED and BIA Adult Education programs. The program director will also ensure there is quality delivery of services throughout Rolette County. This position will also maintain facility oversight over south campus buildings and supervision of its staff.

JOB CHARACTERISTICS:

Nature of Work: The nature of the work is predominately administrative with proficiency in proposal writing and program supervision and management. The program director will be responsible for implementing and monitoring program plans, schedules, budgets/expenditures, supervision of program staff and ensuring all program deadlines are met. The position may require working beyond a normal work day when necessary (i.e. attending meetings, etc.).

Personal Contacts: The program director will work collaboratively with TMC's Administration and staff, ABE/GED staff, students, and other community constituents. There is also frequent contact with Regional, State, and BIA granting agencies and/or referral agencies.

Supervision Received: This position is supervised by TMC President.

RESPONSIBILITIES:

- Direct and administer the State Adult Basic and Secondary/GED and BIA Adult Education Programs.
- Coordinate with Regional Director in developing annual program proposals plan/budget for state Adult Education Program.
- Supervise the Adult Education staff.
- Implement a comprehensive Adult Education Instructional program according to proposal plan.
- Insure adequate instructional services for the primary target areas are provided throughout Rolette County.
- Establish and maintain a strong working relationship with community organizations, schools, businesses, and other institutions for the purpose of referrals/services/recruitment.
- Disseminate program information to the public for recruitment purposes and assist in the continuous recruitment and retention of students.
- Develop and monitor program budgets according to funding agencies guidelines.
- Maintain and monitor student data base system (LACES) and attend all required training for system upgrades/updates.
- Maintain and enter all student data into LACES (enrollment, assessments, and/or attendance).
- Assist with enrollment, instruction, and testing when necessary.
- Attend State and BIA Adult Education meetings and/or other institutional meetings as required.
- Insure all required documents and reports are submitted to all State, BIA, and other institutional officials according to all deadline dates.
- Insure that adequate facilities, equipment, resources, materials, and supplies are available for all program instruction and testing at all times.



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- Insure that there is a strong linkage with outside referral agencies in order to meet personal needs of students.
- Insure that all testing requirements are adhered to according to State and National GED Testing requirements. Coordinate testing dates and times with Adult Education Staff and according to student needs.
- Insure all GED testing material, student records, and reports are maintained in a safe and confidential manner.
- Serve on all other institutional committees by appointment of TMC's President.
- Other duties as assigned.

JOB REQUIREMENTS:

Knowledge: Position requires knowledge of principles and methods for curriculum and training design, teaching and instruction of adult learners, and the measurement of training effectiveness. Knowledge and experience working with state and/or federal grant funding processes and knowing how to develop grant proposals. Understanding and applying customer service principles and assessing customer satisfaction are important. Knowledge of the history of tribal colleges and the culture of its community is a plus for this position.

Skills: Program administrative and supervisory skills are a must. Human relations skills with respect to understanding, selecting, developing, motivating, instructing, and collaborating with people are critical to this position. Excellent verbal and written communication skills are necessary for presentations, reports, grants, and negotiations. Data management and computer applications skills are necessary for all compliance reporting and student data/records. Program management from conceptualization to execution and eventual close-out is essential for this position.

Abilities: Ability to work effectively both independently and as part of a team. Ability to operate/maintain computers and other relevant technology and/or software. Ability to serve students from a variety of backgrounds, respecting cultural and socio-economic differences. The ability to assess and/or identify a student's academic needs to provide a prescribed instructional plan to improve their academic levels. The ability to manage a satellite campus facility in terms of daily operations and human resources is critical. The position requires the ability to organize work with attention to customer requirements.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in Education or Business Administration
- Minimum of three years' experience in education, supervisory experience, and programs management (which can overlap)

PREFERRED QUALIFICATIONS:

- Master's Degree in related field(s)