



ALC PROGRAM PLANNER

GENERAL RESPONSIBILITIES

Under the leadership of the Director of the Adult Learning Center, the position is responsible for developing workforce training programs and courses to meet the needs of the area workforce and offering lifelong learning opportunities through community education classes. The position works collaboratively with the director to oversee the daily operation of the Community and Career Education Program Office.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assist the director in managing instructors and coordinating classes at the main campus and satellite locations.
- Recruit qualified instructors, and schedule courses twice annually for Fall and Spring semesters, including master calendars, assigning rooms, locations, and securing and coordinating needed materials (i.e., food and equipment for cooking, books, art supplies, etc.).
- Assist co-planner and staff in the production of main promotional pieces, course catalog, fliers, social media, outreach efforts, and external advertising.
- Advise students on Workforce training programs and Community Education courses that best meet their goals and fit their lifestyle.
- Develop and maintain community and vendor partnerships to promote and advance the program.
- Provide oversight of the ALC catalog to include timeline, design, production, and distribution.
- Create content for social media, respond to social media inquiries, social media networking by joining groups and post relevant content, and monitor social media engagement.
- Attend community events to market the Community Education Program.
- Attend meetings and represent the Community Education Program; provide representation on ALC's Planning Council, Interagency Committee, and the Director's Advisory Committee.
- Perform other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Must have knowledge of how to build courses and manage adult education programs and techniques for integrating curriculum, VBCPS policies, and effective instructional practices; thorough understanding of the teaching and learning process. Must have the ability to maintain frequent, meaningful student/teacher communication and develop proactive partnerships between the student and other agencies to promote the Hampton Roads Workforce Council (HRWC) grant program activities; ability to collaborate and partner with agencies that can provide effective and resourceful tools and information to assist students in achieving academic and career goal; ability to provide instruction that reflects multiple perspectives and multicultural education; ability to infuse technology into the curriculum; ability to maintain accurate and confidential records and demonstrate computer proficiency, especially with Microsoft Office and Adobe publishing software; and the ability to work effectively with administrators, colleagues, central office, school-based staff, students, parents, and community; excellent oral and written communication and human relations skills. Must be proficient in working with social media and have knowledge of marketing techniques.

EDUCATION AND EXPERIENCE

Required: Bachelor's Degree in applicable field of education from an accredited college or university. Must have or be eligible for a teacher license from the Virginia Department of Education.

Preferred: Five to ten years' experience in Adult Education, Community Education at a public school or community college, and experience with student information databases.

A comparable amount of training and experience may be substituted for the minimum qualifications.



PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, standing, bending, grasping, fingering, repetitive motion, and reaching. Occasional stooping and kneeling. Ability to lift up to 20 pounds frequently and up to 50 pounds rarely. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.
Regular and reliable attendance is an essential function of this position.