



Job Title:	Weld County Program Manager	Job Category:	Programs
Department/Group:	Education	Job Code/ Req#:	300
Location:	Greeley/Weld County	Travel Required:	Occasional
Level/Salary Range:	Range \$50,000-\$65,000	Position Type:	Full-time exempt + benefits
HR Contact:	HR@thelearningsource.org	Date Posted:	7/19/22
Posting URL:	www.thelearningsource.org		
Applications Accepted By:			
FAX OR EMAIL: HR@thelearningsource.org Subject Line: Weld County Program Manager		MAIL: The Learning Source Human Resources 777 S. Wadsworth Blvd #2-200 Lakewood, CO 80226	
Position Description			
<p>The Weld County Program Manager will provide leadership to create and implement adult basic education programming to prepare adults to earn a high school equivalency credential, learn English, and prepare for college and careers in the Greeley/Weld County Workforce Region. This position is responsible for ensuring grant compliance at the Weld County site, supervising instructors, overseeing registration and assessment processes, establishing, and maintaining positive relationships with community partners, and creating a safe and welcoming environment for adult learners.</p>			
Job Description			
PRIMARY DUTIES			
<ul style="list-style-type: none"> • Provide leadership in planning and delivering high school equivalency and English language classes for adult learners in Greeley/Weld County and surrounding communities. • Develop and maintain effective working relationships with community partners such as local school and library districts, workforce centers, and other stakeholders to maximize learning opportunities for adults in the community. • Oversee the day-to-day logistics of the Weld County program and build and manage a high performing instructional team. Visit program sites to observe classes, provide guidance, deliver supplies, facilitate team meetings, and act as liaison with community partners. • Implement and train staff on ELA and HSE curriculum in alignment with College and Career Readiness and English Language Proficiency Standards. • Manage the recruitment and enrollment process for adult learners each semester with the assistance of instructional staff. Oversee implementation of agency-approved assessments, including CASAS and TABE. 			



- Ensure program meets or exceeds grant targets in post-testing and measurable skill gains by aligning assessments, materials, and instruction, by managing enrollment and schedules, and by using effective retention strategies at all levels of the program.
- Manage data collection, tracking, and reporting for grant requirements and to support continuous program improvement.
- Facilitate end-of-semester celebrations at each site, along with instructors, to recognize student work and success.
- Other duties as assigned.

ESSENTIAL QUALIFICATIONS

- Bachelor's degree in education or related field
- Three years teaching experience with emphasis in English Language Acquisition and/or adult education
- Two years more experience in a leadership or supervisory role.
- Experience with teacher training, program management, and curriculum development.
- Knowledge of adult education theory.
- Understanding of standard adult education assessment tools - CASAS and TABE experience preferred.
- Intercultural competency and experience working with diverse learner groups.
- Experience supervising volunteers.
- Professional written and oral communication.
- Familiarity with various remote learning and technology platforms.
- Collaborative and solutions-oriented team member.
- Adult Basic Education Authorization or willingness to complete within three years of hire.
- Must have reliable transportation.
- Ability to lift to 20 pounds.

PREFERRED QUALIFICATIONS

- Licensure/Certification: Adult Basic Education Authorization completed or in progress
- Bilingual in Spanish and English
- Experience with distance learning

The Learning Source promotes and provides educational opportunities through collaborative partnerships for adults and families to support their future achievements. Since 1964, The Learning Source has supported adult learners with barriers to education to pursue their educational and career goals.

The Learning Source provides equal employment to all qualified persons without regard to race, color, religion, sex, age, national origin, disability, or veteran status. This opportunity is extended to all individuals who are qualified for positions by virtue of job-related standards of education, training, experience and personal abilities.