JOB DESCRIPTION

Position Title: Director of Literacy and High School Programs
Reports to: Executive Director
Salary Range: $43,875-$46,800
Benefits: Vacation, holidays, sick days and personal days according to the guidelines in Vita's Policy Manual. Eligibility in a Simple IRA plan.
Status: Full Time, 37.5 hours per week, 12 months

Summary of job:
The Director of Literacy and High School Programs is responsible for the management, coordination, and supervision of literacy, ABE, and GED programs at various sites in the community and Bucks County Correctional Facility. Instruction is delivered by professional and volunteer staff. Both day and evening hours are required as needed. This is a nonexempt position under the provisions of the Fair Labor and Standards Act.

Responsibilities:
- Manages classes and tutoring programs in the community and county jail
- Hires and supervises teachers and Tutoring Coordinators
- Trains and mentors new staff
- Conducts Performance Reviews of teachers
- Serves as Literacy In-house Specialist in planning professional development for staff
- Acts as liaison to CareerLink®
- Leads staff meetings
- Selects classroom texts and materials
- Develops curriculum
- Leads team in orientation and registration of students
- Determines appropriate student placement in program
- Responds to queries about student eligibility
- Counsels students to overcome barriers to participation
- Monitors data collection to meet performance standards
- Participates in state training to include annual PAACE Conference
- Participates in grant writing
- Executes other responsibilities as assigned

Qualifications:
- Masters degree in education
- Teaching experience in adult education
- Supervisory experience
- Ability to lead and develop programs and staff
- Proficient in Microsoft Office
- Knowledge of adult education assessments and interviewing techniques
- Strong interpersonal and organizational skills
- Excellent written and oral communication skills
- Ability to handle multiple tasks
- Maturity and sensitivity in working with diverse populations
- Bilingual (English-Spanish) preferred

Application Process:

- To be considered for this position, please submit the following information to lwolfson@vitaeducation.org. Qualified individuals will be interviewed after application materials are reviewed. Serious candidates will visit class sites and conduct a mock teacher performance review. The successful candidate is required to have the following clearances: Child abuse clearance, PA Criminal Record Check, Federal Criminal History Record Information (CHRI).

  - Cover letter
  - Resume
  - Two references