

Associate Director of Education

Overview:

The Washington Literacy Center's (WLC) mission is to raise the literacy level of adults in Washington, DC, so that they may function successfully in careers, in their family, and in society. We provide students with direct instruction in reading, writing, math, and workforce skills to empower learners to enter further education or training, obtain or improve employment, and increase confidence and self-sufficiency. Since 1963, the Washington Literacy Center has served over 5,000 DC adults with low literacy skills. The WLC was founded by DC-area residents who came together out of a sheer need to support adults who needed assistance in improving their workforce readiness skills and earn a GED. Adults with low literacy face multiple barriers, including completing their education, obtaining and maintaining employment, and remaining out of poverty. WLC focuses in particular on providing instruction to adults who have fallen through the cracks, because they did not fit the standard educational mold. WLC is one of the few literacy programs in the DC area that provides classes to adults reading below a sixth-grade level, and to non-literate English-language learners. WLC also serves as a lab school for research and curriculum development in innovative adult education programming.

Job Summary:

The Associate Director of Education is responsible for creating, leading, sustaining, and growing WLC academic and training programs. This position will also assess WLC's needs to drive training initiatives and identify and arrange suitable training solutions for employees. This position actively designs and implements effective methods to provide adult education instruction and workforce education.

Duties/Responsibilities:

- Evaluate instructor performance and the effectiveness of training programs and provide recommendations for improvement
- Analyze training needs to develop new training programs or modify and improve existing programs
- Conduct or arrange ongoing technical training and personal development classes for staff members
- Plan, develop, and provide training and staff development programs, using knowledge of the effectiveness of methods such as classroom training, demonstrations, on-the-job training, meetings, conferences, and workshops
- Develop and implement literacy, mathematics, and workforce education programs.
- Support instructors in the research and development of innovative curricula and programs.
- Observe and participate in classes enough to be able to substitute or teach when necessary.
- Organize training manuals, multimedia visual aids, and other educational materials
- Obtain and develop effective training materials utilizing a variety of media
- Manage the administration of CASAS and additional adult education and industry-based assessments

- Develop or review testing and evaluation procedures
- Develop goals and metrics
- Manage faculty and volunteers
- Train and coach managers and supervisors in WLC instructional staff
- Coordinate with volunteer coordinator and volunteers to provide resources and student assistance
- Plan, organize, facilitate the purchase of supplies for courses and training events.
- Modify programs as needed
- Exemplify the desired culture and philosophies of WLC
- Work effectively as a team member with other members of WLC leadership
- Represent WLC at designated external meetings
- Develop strategic external partnerships
- Work closely with President to help expand and grow WLC programs

Required Skills/Abilities:

- Excellent verbal and written communication skills
- Strong presentation skills
- Adept with a variety of multimedia training platforms and methods
- Ability to evaluate and research training options and alternatives
- Ability to design and implement practical training and development
- Dynamic personality

Education and Experience:

- Bachelor's degree or above in relevant field. Master's degree preferred
- Extensive training and/or experience in adult education, particularly in curriculum development and assessment.
- Five years of experience designing and implementing academic and workforce programs