

OAASIS ADVISOR/DIRECTOR

Title of Position: OAASIS Advisor/Director (12 month position-48 weeks average)

Reports To: DAACE Board of Directors

Date of Employment: Immediately

Closing Date for Application: December 7, 2016

Description of Position:

The OAASIS Advisor/Director is an employee of the Delaware Association of Adult and Community Education (DAACE) and is subject to all rules and procedures of this agency. Responsibilities include the following:

Major Responsibilities:

- Supervise and maintain employees, under the direction and approval of the DAACE Board
- Prepare and maintain annual budget
- Ensure the compliance of all contract requirements
- Coordinate and attend OAASIS meetings to include: OAASIS board meetings, legislative dinner, DAACE/OAASIS summit, meet and greet and other statewide events
- Create and maintain standard operating procedures
- Maintain the OAASIS employee handbook
- Conduct annual employee evaluations
- Develop and plan for professional development leadership opportunities for OAASIS team members
- Handle issues between the local adult education programs and the OAASIS team members
- Provide OAASIS updates at ABE administrators' GLT, ICAL, and DAACE board meetings and report back important updates to appropriate OAASIS staff
- Cultivate fundraising activities to include seeking alternative grant opportunities
- Provide accessibility to resources and engage the OAASIS team members in activities directly related to leadership, student recruitment, orientation, retention, and mentoring
- Oversee the outstanding student award process to include the nomination process, the editing/creation of the student award booklet, and the presentation during the annual summit
- Other duties assigned

Essential Qualifications and Skills

Education: Minimum of a Bachelor's Degree in Education, Adult Education, Curriculum Development, Special Education, Social Sciences or a related field from a nationally or regionally accredited institution of higher education

Experience

Minimum of 3 years of education related experience, adult education settings preferred.

Skills:

- Strong communication and facilitative skills.
- Experience in adult education preferred.
- An understanding of educational equity and multicultural education.
- Capable of setting priorities and working under pressure.
- Ability to work collaboratively with others.
- Ability to problem solve and think creatively.
- Ability to write grants and manage associated budgets
- Proficiency in Microsoft Office Suite
- Experience in supervising employees to include basic payroll functions, performance management, and HR related matters.

Salary:

Salary is \$28.00/hour, averaging 7 hours/week, for a total of a total of 336 hours per fiscal year.

Notes:

A criminal background check is required. The successful candidate must demonstrate during the interview process an understanding of diversity, educational equity and multicultural education. This job description is not intended to be an all-inclusive list of duties and standards of the position. The successful candidate should expect to perform any other related activities needed to deliver the position's key duties and responsibilities.

Send Resume to:

Delaware Association for Adult and Community Education
516 W Loockerman Street
Dover, DE 19904
Fax (302) 854-6951

Email: DAACE.President@gmail.com