

**PROJECT MANAGER, ADULT EDUCATION/ESL & EL-CIVICS**

GENERAL STATEMENT:

Serve as project manager for the Texas Workforce Commission Adult Education and Literacy Grant (AEL); responsible for day to day operations, including but not limited to, execution of grant objectives and activities resulting in effective instructional, programmatic, data, federal and state reporting.

REPORTS TO:

Director of Adult and Continuing Education

OCCUPATIONAL GROUP:

Professional

FSLA:

Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor’s degree required; Master’s degree preferred.

LICENSE OR CERTIFICATION:

Texas Teaching License preferred. Bilingual in English and Spanish preferred.

EXPERIENCE:

Three (3) years’ experience required with the Texas Workforce Commission. Three (3) – five (5) years’ experience required working with grants. Three (3) – five (5) years’ required teaching adults and instructional proficiencies, including distance learning.

OTHER:

Work flexible hours; travel regularly throughout the service area; have dependable transportation; experience with up-to-date computer hardware, software, and operations, as well as, facility and site management, interpersonal and organizational skills.

DUTIES AND RESPONSIBILITIES:

- Manage the full scope of AEL principles created by the Texas Workforce Commission for adult education and training, transitions and/or employment.
- Effectively execute the programmatic, fiscal, and administrative aspects of the project.
- Cultivate relationships with program partners for continuity of program design.
- Ensure grant objectives and deliverables are met.
- Maintain lines of communication between Director of Adult and Continuing Education, program partners, advisory committee and faculty.
- Other duties as assigned by appropriate supervisory personnel with relation to the grant.

PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment.
- Will travel as specified in grant.
- Will work irregular hours.
- Will meet professional development requirements.

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor’s Signature

\_\_\_\_\_  
Date

*All TVCC positions are security sensitive and require a criminal background check.*