

# McDOWELL TECHNICAL COMMUNITY COLLEGE

Job Description Form



Division/Department	Workforce Development
<b>Job Title</b>	<b>Director of Latinx Education</b> <i>Collaboration between McDowell Technical CC and Isothermal CC</i>
Reports to	Associate VP of Workforce Development

Level & Grade	Type of position: <input type="checkbox"/> Full-time Permanent <input type="checkbox"/> Full-time Temporary <input type="checkbox"/> Part-time Temporary <input checked="" type="checkbox"/> Full-time Temporary <input type="checkbox"/> Part-time Temporary	
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Revision Date	April 7, 2022
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## GENERAL RESPONSIBILITIES

Under the supervision and direction of MTCC's Associate VP of Workforce Development, and aligned with institutional and regional priorities, the Director position performs the following duties for McDowell Technical Community College and has a dotted line for reporting, planning, communication, and support to the Director of Customized Training and Development at Isothermal Community College (ICC).

This is a full-time, temporary, grant-funded position anticipated until June 30, 2023 with the possibility of continuation based on regional performance and impact.

## SPECIFIC RESPONSIBILITIES

### Workforce Priorities in IELCE

1. Lead the colleges' effort to create and implement workforce career pathways that facilitate Integrated English Literacy and Civics Education (IELCE) programming and meet local regional economic needs.
2. Lead the effort to create Career Pathway Blueprints to serve as design model for other industry sectors and include evidence-based practices, multiple on-ramps that serve low level to advanced ELL and include IET service approach and embed student support services.

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3. Develop and coordinate comprehensive marketing and outreach plan using college-branded marketing templates, and WIOA partner resources to reach English language learners to ensure equitable access
4. Create pathways that ensure a comprehensive academy model that successfully integrate immigrants into American communities and economy.
5. Work with the Continuing Education Department and MTCC colleagues to develop and implement a plan for model career pathway implementation to help accelerate credential attainment for underserved communities.
6. Pilot Career Pathway Implementation in collaboration with partner college and track student progress in meeting Title II performance measures.
7. Ensure creation of a sample plan for more comprehensive and expanded delivery of contextualized instruction and IETs.
8. Oversee ILECE activities including monitoring and visiting classes to observe contextualized and concurrent enrollment with instruction using single learning objectives.
9. Design and implement IELCE Program Evaluation Plan that guides data collection, analysis and reporting to support continuous improvement and tracks learner and partner outcomes

**Latinx Workforce Training**

1. Build guided career pathways, including skill-based instruction, that assist adults to become literate in a chosen career and obtain the knowledge and skills necessary for employment and economic self-sufficiency. These pathways should be constructed in collaboration with Workforce Continuing Education and other college partners that are aligned with WIOA pathways in areas such a manufacturing, skilled trades, healthcare, finance, business, education, and others.
2. Support the development and use of contextualized curriculum in ELL classes to promote transition to work or college
3. Contact internal and external partners to evaluate community needs
4. Coordinate and conduct local workplace observations and tours to promote career pathways for ELL
5. Maintain relevant and current marketing materials in partnership with colleges; PR departments
6. Create and continue partnerships with CULA staff and other partners such as churches, businesses, and other organizations that serve the Latinx populations

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7. Attend IELCE NCCCS professional development to ensure compliance with state procedures and processes, specifically with NCCCS compliance requirements.

## **QUALIFICATIONS**

**Preferred:** Bachelor's degree from a regionally or federally accredited institution

**Required:** Associate's degree **or** Combination of relevant education, experiences, and qualifications

Preferred experience working with ESL, IELCE or WIOA programs

Preferred experience teaching literacy and/or CTE skills

Preferred industry experience

Experience in the instructional use of computers and non-traditional teaching methods

Strong computer skills (including familiarity with MS Office)

Strong oral and written communication skills

Demonstrated ability to work effectively and collegially with others in a team environment

Commitment to the mission of a comprehensive community college

Demonstrated commitment to an inclusive, student-centered philosophy and approach to learning

Ability to work a flexible schedule including day, evening, and weekend hours as necessary

Effectiveness in translating College purpose, values, and vision into organizational actions