



**RELEASED TIME/EXTRA PAY OPPORTUNITY ANNOUNCEMENT**

**Adult Basic Education & Family Literacy  
Act Program Coordinator**

*20% Release Time*

**Closing Date: May 30, 2024**

**Objectives of Assignment:**

Oversees and maintains compliance of the federal Adult Basic Education & Family Literacy Act (AEFLA) in Continuing Education noncredit programs.

**Description of Assignment:**

The AEFLA Program Coordinator works with faculty, staff, and administrators to implement the reporting and funding requirements of the AEFLA grant in Continuing Education programs.

**Supervision Exercised and Received:**

Supervision provided by the Vice President, Instructional Services or designee.

**Tasks and/or Activities Required:**

- Prepares and submits a competitive grant application to state officials
- Establishes and monitors the annual budget
- Prepares requests for payment of program funds
- Writes and submits quarterly expenditure reports
- Maintains program records and documents
- Works with state regulators to comply with routine audits of program funds
- Collaborates with faculty, staff, and administrators to identify areas for program improvement
- Oversees and monitors the CASAS standardized assessment program and testing activities in Continuing Education
- Oversees the operation and reports outcomes from the Integrated Education and Training program (IET) in Continuing Education
- Collaborates with program leaders of noncredit ESL, ABSE, and Short-Term Vocational and other grant programs to maximize student participation and achievement outcomes in CASAS standardized testing
- Participates in CAEP regional consortium activities to develop and support programs that lead to workforce training or other vocational outcomes for students
- Communicates with GCC accounting personnel and a working knowledge of GCC's financial reporting system to complete quarterly expenditure reports and annual budgets.
- Completes annual surveys that assess student instructional needs, instructor technology needs, and overall program needs
- Attends monthly regional WIOA meetings is necessary to stay informed of changes made at the state and federal levels (these changes affect reporting requirements and related funding.
- Performs data analysis to identify areas of improvement related to student performance on standardized assessments.

**Preferred Qualifications:**

- Part-time or full-time noncredit faculty member.
- Two years experience in Glendale Community College's Continuing Education Program.

**Stipend and/or Released Time:**

20% Release Time

**Term of Assignment:**

Three (3) years subject to an annual review by the RT/EP Committee and the availability of funding.

**Application Procedure:**

1. Interested faculty members should submit an application and letter of interest which clearly describes how the candidate is qualified to fulfill the duties of the position as listed on this announcement. The letter of interest must be received in the Human Resources Office by 4:30 p.m. on the closing date for consideration for this position.
2. A selection committee will interview the candidates for the position and make a final recommendation to the Vice President, Instructional Services.

Application forms are available in the  
**Office of Human Resources**

**CLOSING DATE: May 30, 2024**

*All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.  
This position is subject to availability of continued funding.*



*APPLICATION FORM*

**Adult Basic Education & Family Literacy  
Act Program Coordinator**

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Attach Additional Sheets, If Necessary

<b>Name:</b>	
<b>Current Position at GCC:</b>	<b>GCC Telephone Extension:</b>
<b>Relevant Experience and Education:</b>	
<b>Other:</b>	
<b>References:</b>	

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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