



American Samoa Community College
Adult Education Literacy and Extended Learning (AELEL)
EMPLOYMENT OPPORTUNITY

Position Title: State Director of Adult Education Literacy and Extended Learning
Employment Status: Full Time / 12 Months - Career Service

General Description:

The State Director ensures the mission of Adult Education Literacy and Extended Learning (AELEL) is met through educational services available to the non-traditional student population, facilitating Adult Basic Education (ABE) instruction to serve the needs of individuals with basic skills in Mathematics and English for occupational skills, and to prepare individuals to sit the General Education Diploma (GED) and the HiSet Exam. In addition, this position requires an individual who is well versed with policies in Adult Education and has the knowledge and expertise in ABE Curriculum, leadership, grant writing, and an overall understanding of local, federal, and national regulations. The State Director for AELEL reports directly to the ASCC Vice President of Academic, Community, and Student Affairs.

Job Duties and Responsibilities:

Administrative

- Administers and supervises the planning, designing and implementing of all Adult Education programs in compliance with federal and territorial laws, rules and regulations
- Serves as the clearinghouse for all non-degree credit course activities under the scope of responsibilities.
- Coordinates with American Samoa Community College testing and research units
- Requires daily accounting of all AELEL staff and faculty.
- Engages in dialogue with ASG Department of Education regarding the high school diploma program (GED/HISET)
- Oversees the development of a competency-based ADL Curriculum
- Participates in regional and national Staff Development and Dissemination Activities from Office of Career Technical and Adult Education (OCTAE) and related Federal Core Partners under WIOA.
- Authorizes grant expenditures consistent with grant program proposal activities prior to final approval by the College President.
- Supervises the ABE Coordinator and staff, and the operations of the center.
- Oversees community relations, including recruiting, public news, radio, TV, etc.

Technical

- Works to increase the number of adults and eligible participants in AELEL programs through the provision of Adult Education and support services.
- Reviews annual financial reports prepared by the Business Office before submission to OCTAE
- Responsible for screening and making recommendations to the Supervisor in the hiring of AELEL personnel.
- Provides instructions and technical support services for all programs.
- Collaborates with the ASCC Finance Office in all financial matters pertaining to the administration of the AEFLA grant under WIOA.
- Establishes and monitors an internal fiscal control process consistent with the federal regulatory requirements pertaining to the fiscal accountability of the grant.

- Establishes and monitors all AELEL services offered within local agencies (e.g., Correctional Facility system) in American Samoa
- Seeks partnership(s) with any Government Agency, Non-Profit Organizations, Private Business, Faith-Based Organizations that will assist in the implementation of Adult Basic Education Programs within their setting.
- Responsible for payroll record submissions, and travel and reimbursement approvals

Planning

- Develops annual program plans for AELEL
- Collaborates with the CNMI Adult Basic Education Program in the administering of the Insular Area Grant as stated in the MOU.
- Works cooperatively with the ASCC Financial Officer for the purposes of financial management, reporting, and general accountability of AEFA funds.
- Collaborates closely with WIOA core partners (Title I:ASG HR Youth Employment/Dislocated Workers, Title III: Perkin Funds and Title IV: Vocational Rehabilitation) on the development of the American Samoa Comprehensive/Combined WIOA State Plan.
- Conducts meetings of the administrative staff.
- Coordinates with other federal grant programs (i.e. Special Services)
- Identifies the needs of individuals, organizations, and the community for AELEL

Reporting

- Prepares narrative reports required by the Office of Career, Technical and Adult Education (OCTAE) and all that is required by ASCC.
- Collects data and prepares required federal performance and statistical reports. Determines the needs of the program and available resources in American Samoa.
- Plans, develops and implements all programs and course offerings to be made available to individuals.

Minimum Requirements:

- Master's degree in Education, Adult Education, Educational Leadership, or related fields
- Five (5) years of experience in a related field
- Knowledge and expertise in Adult Education and Curriculum, Leadership, Grant Writing, and overall AELEL implementation
- Understanding of local, federal, and national regulations

Salary: GS-17/15-20:\$45,044.00 - \$50,894.00 per annum

Application Deadline: September 16th, 2022 no later than 4:00pm

AMERICAN SAMOA COMMUNITY COLLEGE
P.O. Box 2609, Pago Pago, American Samoa 96799
(684) 699-9155 • (684) 699-8606 (fax)

Applications are available from American Samoa Community College, Human Resources Office 699-9155 Ext. 428/441/429/466, <http://www.amsamoa.edu/employmentopportunities.html> or by emailing Silaulelei Saofaigaalii at s.saofaigaalii@amsamoa.edu or ascchumanresources@amsamoa.edu.

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