

SOUND LEARNING JOB OPENING

Position: Assistant Director. Full-time, Salaried.

About Sound Learning: Our Mission: “We educate adults to succeed and contribute to society.” We are a nonprofit, 501C (3), community-based adult education business based in Shelton, WA (Mason County). We serve adults and out-of-school youth age 16+ in order to provide them with the skills and knowledge to gain credentials, post-secondary education, and training to obtain career employment or family wage jobs. We offer instruction and guidance for secondary diplomas or equivalent (GED or HS+ diploma), Basic academic skills to prepare for college or training programs, English for Speakers of other Languages, Citizenship, career exploration, employability skills, and digital literacy. We collaborate with community and workforce partners as well as local trained volunteers.

All staff Must follow COVID-19 protocols including proof of vaccination or approved exemption, mask wearing, social distancing, and sanitizing of work areas as needed.

This position combines Basic Studies Instructor duties, Program Coordination and Management duties, and Assistant Director Duties.

Provide instruction and instructional support (to volunteers) in Mason County for Basic Skills, HS+, and GED students in daytime classes and distance individuals as needed.

Work with Adult Students in small groups and individuals both Face-to-Face and online (via Zoom) to successfully complete needed HS+ credits using existing curriculum located on Canvas, or GED materials tailored to the individual’s needs, or other Basic Education instruction as needed. This includes a wide range of subjects.

Adapt and create curriculum and lessons as needed.

Work with individuals to determine attendance barriers and learning challenges and find ways to problem solve individual solutions.

Program Coordination & Management

Take the lead for coordination & management of the Basic Studies (Basic Skills, GED, HS+) programs, including:

- Recruitment, intake, and orientation of students and volunteers
- Student enrollment: prepare and update student & volunteer rosters, track and record attendance, make calls and send notices to absent students.
- Schedule and assist in (or perform) quarterly implementation of standardized testing and other student evaluations.
- Enter data into local and state database and complete monthly and quarterly reports regarding attendance, testing, and progress
- Coordinate with instructors, volunteers, and community members in order to connect students with appropriate community resources when necessary

Assist and Collaborate with the Executive Director to complete tasks related to:

- Fiscal management,
- Fund development,
- Program & staff development and management, grant and contract oversight,
- Community Relations.

Under the supervision of Director, oversee compliance aspects of programs, ESL, and Basic Studies and work with staff to verify completion of tasks as needed.

- Implement Data Quality checks for WABERS quarterly and address issues found
- Review and verify that staff complies with necessary SBCTC training requirements, and completes required documentation

including syllabi, assignment lists, standards (CCRs) based lesson plans, and attendance verification.

- Spot check student and volunteer files for documentation updates.
- Attend staff meetings
- Collaborate with staff to plan and execute volunteer training, orientation, and evaluation
- Collaborate with staff to execute recognition activities for students, volunteers, and supporters.
- Write press releases, newsletter articles, website and social media posts as needed for program and agency wide outreach.

Qualifications:

- AA degree in a related field.
- At least two years of administrative & management experience. Experience working in a nonprofit environment would be a plus.
- Experience with fiscal management/ accounting practices. Experience using QuickBooks would be a plus.
- **Education or training, and experience working with adult learners in both face-to-face and distance modalities. Experience working in “Basic Education for Adults” programs would be a plus.**
- Ability to work with community partners.
- Ability to work both independently and in a team.
- Excellent oral and written communication skills – with the ability to tailor communication for differing audiences.
- Strong computer skills, including Office programs (particularly Word and Excel), and social media experience. Experience using online learning platforms (Canvas & Google Classroom) would be a plus.

Starting Pay: \$40k / year. Paid vacation, holidays and sick leave.