

# Anoka Hennepin Independent School District #11

## Position Standard

### Adult Basic Education Program Supervisor

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ABE Supervisors are responsible for program development, supervision, and planning of literacy programs for adults in the Metro North ABE Consortium.

#### **Essential Functions:**

- Plan, develop, coordinate, implement and evaluate Metro North ABE Programs.
- Assist with the development and monitoring of assigned budgets.
- Determine staffing needs for designated sites, establish position duties, interview, hire, train, supervise, and evaluate program/site staff.
- Supervise assigned ABE teachers, literacy assistants and clerical staff.
- Collaborate and integrate assigned programs with district, county, post-secondary and community organizations to effectively serve adult learners.
- Provide leadership for consortium Transition efforts and partnerships.
- Ensure compliance with federal, state and district policies.
- Maintain appropriate professional memberships, attend meetings and conferences to sustain needed level of competence in assigned areas.
- Responsible for learner-safety in all supervised programs.
- Perform other tasks and responsibilities as assigned by Community Education Assistant Manager.

#### **Minimum Qualifications:**

- BA degree in education, adult education, community education or related field.
- Current experience and knowledge of adult basic education.
- Excellent organizational, communication, and interpersonal skills.
- Strong leadership skills.
- Strong computer skills.
- Ability to work collaboratively with a variety of people.
- Demonstrated experience working with diverse populations.
- Ability to be flexible and function well in a busy environment.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Must be able to lift a minimum of 20 pounds.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building/on site.

#### **Preferred Qualifications:**

- Previous supervisory experience preferred.
- MN Teacher License preferred.

#### **Physical Factors:**

Frequent: standing, walking, sitting, twisting/pivot, repetitive arm, simple grasp, firm grasp, fine manipulating, talking, hearing, and visual accommodation.

Occasional: lifting above shoulder, lifting waist to chest, lifting below waist, carrying, pushing, pulling, climbing, stooping, kneeling, feeling, reaching and exposure to weather when travel between district sites is required.