



ADULT BASIC EDUCATION DIRECTOR

ABOUT SBCTC

The State Board for Community and Technical Colleges oversees policy development, secures state and federal funding, and sets strategic direction for the Washington State Community and Technical College system.

WHY WORK AT SBCTC?

A small state agency, we employ staff in the areas of education, administrative services, accounting and finance, and information technology services. Headquartered in Olympia, our environment is diverse, high-energy, and service-oriented.

SBCTC OFFERS

Total Work/Life Package

Pay, benefits, flexibility and workplace opportunities to help you get the most out of your career and out of life.

Compensation

Your paycheck is just part of your total compensation package. Employees also have access to an outstanding employee benefits package worth about 30% of your salary.

Insurance

A comprehensive health care benefits package for you and your dependents by high-value medical, dental, and vision insurance. The state's low employee premiums make high-quality insurance plans affordable. Basic life and long-term disability insurance plans are also provided by the state. Additional insurance coverage, like auto insurance, is available to state employees at reduced rates.

POSITION	Adult Basic Education Director
SALARY	\$95,400 - \$98,400 Annually
LOCATION	Olympia, Washington
OPENS	Monday, March 28, 2011
CLOSES	Friday, April 22, 2011

The State Board for Community and Technical Colleges (SBCTC) is seeking a visionary and dynamic Adult Basic Education (ABE) Director to join the SBCTC team. This critical, full-time position is based in Olympia, Washington—State Board has office locations in Bellevue, Olympia and Spokane—and will provide leadership for the Adult Basic Education (ABE) Office and the adult basic education, English as a second language, Integrated Basic Education and Skills Training (I-BEST) and adult secondary education programs provided through Washington's 34 community and technical colleges and 10 community-based organizations. Interested candidates are encouraged to visit SBCTC's Web site (www.sbctc.edu) to gain insight into the agency's mission and system direction.

SBCTC VISION AND MISSION

Our vision is to build strong communities, individuals and families, and achieve greater global competitiveness and prosperity for the state and its economy by raising the knowledge and skills of the state's residents. We support and empower the Washington State Community and Technical Colleges to increase higher education opportunities and student participation through advocacy, resources, information, leadership and accountability. Our values are focused on customer service, integrity, humor/exuberance, expertise, and effective communication.

OVERVIEW

The Adult Basic Education (ABE) Office of the State Board for Community and Technical Colleges serves adult basic education, English as a second language, Integrated Basic Education and Skills Training (I-BEST) and adult secondary education programs provided through Washington's 34 community and technical colleges and 10 community-based organizations. Adult Basic Education is part of the State Board's overall goals of raising the educational attainment for all Washingtonians and meeting the state's need for a skilled workforce. The ABE department helps build regional and statewide partnerships between colleges and community-based organizations, other state agencies, workforce and economic development councils, and businesses. The office works to provide resources and incentives to colleges and community-based organizations to implement key strategic initiatives to increase educational outcomes for pre-college adult students. The Adult Basic Education office is also responsible for analyzing, interpreting and implementing state and federal legislation impacting adult basic education programs. It is responsible for providing technical assistance and program monitoring to ensure providers provide services within state and federal requirements. The ABE office also develops and delivers professional development training for adult basic education instructors, support

Flexible Spending Account

A Flexible Spending Account (FSA) allows the employee to set aside (via payroll deduction) pre-tax money which can then be used to reimburse the employee for payments for eligible expenses, such as:

- Medical and dental plan deductibles and copays
- Prescriptions
- Over-the-counter drugs and treatments
- Treatments not covered by your health plan.

Dependent Care

The Dependent Care Assistance Program provides a simple, efficient and inexpensive way to help you pay your dependent care expenses. It reduces your taxable income, your income tax liability and your Social Security taxes.

Retirement

We offer participation in well-funded state retirement plans. In addition, employees have the option to participate in two tax-deferred retirement investment programs.

Flexibility

To give employees better control over their time, SBCTC makes alternative work arrangements possible on a case-by-case basis. These arrangements might include flexible schedules, paid time off, and unpaid leave of absence.

Vacation and Leave

Leave benefits include 22 days of vacation per year; 11 paid holidays; 12 days of paid sick leave per year; newborn, adoptive, and emergency child care leave; leave without pay for maternity and education; paid leave for jury or other civil duties and leave for military services.

staff and administrators. This position reports to the Deputy Executive Director of Education.

QUALIFICATIONS

The successful candidate will be a self-motivated individual with strong analytic skills and effective oral and written communication skills. A master's degree or equivalent experience is required along with three years of demonstrated experience in a leadership and management role in adult basic education or adult literacy education.

KEY RESPONSIBILITIES

- Provide overall leadership and management in the development of coordinated literacy and basic skills education for the state that promotes transitions from pre-college coursework to apprenticeship, workforce training, and academic programs leading to sustainable employment. This includes analyzing, developing, and implementing statewide policies and practices related to adult basic education.
- Serve as advocate and spokesperson for adult basic education programs and the role of the colleges in the development of a vibrant workforce and engaged citizenry. Serve as the principle liaison to state and federal government, education and community-based organizations for issues related to adult basic skills. Coordinate the department's adult education legislative activities.
- Lead and manage the Adult Basic Education Office's staff. Effectively communicate the organization's priorities and initiatives and link staff work responsibilities to these efforts. Leverage and build upon the talents and abilities of staff to successfully move innovative initiatives and strategies forward.
- Provide leadership in the development and implementation of program outcomes and accountability measures for all adult basic education providers. Provide oversight of the development and implementation of the state's plan for the federal Adult Education and Family Literacy Act, 1998, and the basic skills and literacy components of related state and federal plans such as the state's High Skills, High Wages and the Workforce Investment Act unified comprehensive plans.
- Review college and community-based organization adult education performance data. Work with providers to use performance results for program management decisions and continuous quality improvement. Coordinate the analysis and reporting of annual program data and accountability measures for state and federal reports.
- Demonstrate knowledge of adult education teaching and learning practices.

COMPENSATION

The annual compensation for this position is \$95,400 - \$98,400 DOQ. Washington State has a generous benefit package including health, dental and life insurance, retirement, and two optional deferred compensation programs. For health benefit information you may go to www.hca.wa.gov. The position is eligible to participate in the State Board Retirement Plan (SBRP) tiaa-cref.org/sbctc or, if a member, continue participation in PERS www.drs.wa.gov.

APPLICATION PROCESS

Interested candidates may apply by submitting the following items:

- Letter of interest specifically addressing how your background qualifies you to perform the responsibilities described in this announcement.
- Current, detailed resume.

Professional Development and Career Advancement

SBCTC encourages staff development, and personal and professional growth and promotion. Internal and external training opportunities are offered each year to build employee competencies and develop leadership capacity. An employer-sponsored tuition reimbursement program and participation in the State Employee Tuition Waiver program provide further potential for personal and career growth.

Employee Assistance

Employees may seek confidential professional help with personal or work-related problems through the Employee Assistance Program at no charge.

Experience Washington

Discover the benefits and recreational opportunities available to you throughout Washington State at <http://www.experiencewashington.com>

MORE INFORMATION

Contact the Human Resource Office at (360) 704-4301 or visit our web site www.sbctc.edu.

- Complete list of five or more professional and personal references.

Please send application materials to the attention of John Boesenberg, Human Resource Director at the State Board for Community and Technical Colleges, Human Resource Office, 1300 Quince Street SE, PO Box 42495, Olympia, WA 98504-2495; by email employment@sbctc.edu; or, by fax (360) 704-4415. Recruitment will be ongoing until the position is filled. To ensure consideration, return your completed materials by 5 p.m. Friday, April 22, 2011. First screening of applications will begin on Monday, April 25, 2011.

Questions regarding this position or the State Board for Community and Technical College (SBCTC) recruitment process may be directed to Pam Kelly, Human Resource Consultant at (360) 704-4301. Submitted applications are the property of SBCTC and will not be returned.

Please be aware that agency hiring authorities reserve the right and may exercise the option to make a hiring decision prior to the conclusion of the recruitment process.

The State Board for Community and Technical Colleges (SBCTC) is an equal opportunity employer. SBCTC complies with the Americans with Disabilities Act. Applicants needing accommodation in the application process or this announcement in an alternative format may contact the Human Resources Office at (360) 704-4301. A TDD relay service is available by dialing (800) 833-6388 or voice (800) 833-6384.