

Assistant Director, Adult Education & Literacy (Grant-Funded)
Brazosport College

Direct Link: <https://www.AcademicKeys.com/r?job=269401>

Downloaded On: Dec. 16, 2025 11:36pm

Posted Dec. 15, 2025, set to expire Oct. 31, 2026

Job Title	Assistant Director, Adult Education & Literacy (Grant-Funded)
Department	Education - Adult Education & Literacy (AEL)
Institution	Brazosport College Lake Jackson, Texas
Date Posted	Dec. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Administration - Other Administration - Academic Unit
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Job Description

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Assistant Director, Adult Education & Literacy (Grant-Funded)

Posting Number: 70962

Position Type: Administrative/Staff

FTE: Full-time

Department: Education - Adult Education & Literacy (AEL)

Job Summary/Basic Function:

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Provides leadership and operational oversight for AEL programs. This role supports instruction, student services, compliance, and strategic initiatives across a range of areas. including, but not limited to. High School Equivalency (HSE), English as a Second Language (ESL), Integrated Education & Training (IET), TSIA preparation. business partnerships, and support for Internationally Trained Professionals (ITPs). The position ensures alignment with federal and state guidelines, drives data-informed improvement, and fosters a collaborative, student-centered culture. Reports to Dean, Adult Education & Literacy and Transition Initiatives

- Serves as the operational lead for the AEL program.
- Acts as the secondary point of contact to the Texas Workforce Commission (TWC), supporting and maintaining alignment with all federal, state, and grant requirements related to instruction, student services, compliance, data reporting, and fiscal management.
- Monitors and supports instructional services across all delivery formats and sites.
- Collaborates with the Instructional and Curriculum Manager to coordinate class scheduling, instructor assignments, capacity planning, and fidelity to AEL content standards and career pathway models.
- Leads implementation of recruitment, enrollment, and retention strategies, including targeted outreach in partnership with college departments, community partners, and ISDs. Oversee onboarding processes and ensure access to wraparound services.
- Supervises administrative and support staff within the AEL program, except for Program Managers. Support the hiring, training, evaluation of performance, and fostering a culture of collaboration and accountability.
- Monitors program budgets.
- Ensure expenditures align with grant allocations, institutional policies, and allowable cost guidelines.
- Tracks time and effort and support procurement as needed.
- Ensures accurate and timely data entry, TEAMS validations, and grant reporting.
- Works closely with the Lead for Performance Accountability and TEAMS Specialists to maintain data integrity and compliance.
- Represents AEL at internal and external meetings, building and maintaining partnerships with community organizations, employers, workforce boards, and educational institutions to support student transitions and expand service reach.
- Supports the development and lead implementation of Standard Operating Procedures, workflows, and performance monitoring tools to drive continuous program improvement.
- Supports the implementation of student recruitment and engagement strategies developed by AEL leadership.
- Assists in coordinating outreach, enrollment, and partnership activities to connect students with pathways to postsecondary education, workforce training, or employment.

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- Performs other duties of a similar nature or level as assigned.

Position is 100% on-site presence.

Minimum Qualifications:

- Bachelor degree, Master degree preferred
- Grant experience,
- Budget experience,
- Computer skills,
- Strong communication skills
- Knowledge of adult learning procedures, personnel practices, and fair hiring/interviewing
- Skills in reading (memos, policies, data analysis), writing (reports, grants, correspondence), mathematics (business concepts), computer literacy (software, email, internet), verbal communication/interpersonal relations, reasoning, attention to detail, and organizational skills

Desirable Qualifications:

Physical Demands:

Able to traverse campus, lifting, carrying, pushing/pulling, reaching, handling, fine dexterity, bending, vision, hearing, and talking.

Posting Date: 12/08/2025

Closing Date:

Open Until Filled: Yes

First Pool Date: 12/28/2025

Special Instructions to Applicants:

To apply, visit <https://employment.brazosport.edu/postings/4672>

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Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

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