

**Program Manager - Texas Talent Connection & Adult
Education and Literacy, ACC - (Grant Funded)
Brazosport College**

Direct Link: <https://www.AcademicKeys.com/r?job=269402>

Downloaded On: Dec. 16, 2025 8:19am

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

Job Title	Program Manager - Texas Talent Connection & Adult Education and Literacy, ACC - (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	Director/Manager
Academic Field(s)	Administration - Other
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Job Description

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Program Manager - Texas Talent Connection & Adult Education and Literacy, ACC - (Grant Funded)

Posting Number: 70961

Position Type: Administrative/Staff

FTE: Full-time

Department: Education - Adult Education & Literacy (AEL)

Job Summary/Basic Function:

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The Program Manager is responsible for implementing and managing programming under both the Texas Talent Connection (TIC) grant and the Adult Education and Literacy (AEL) program at Alvin Community College (ACC). This full-time position supports grant compliance, instructional operations, student onboarding, employer engagement, and performance monitoring across AEL and TIC initiatives, including: GED bootcamps, ESL Integrated Education and Training (IET), and Internationally Trained Professionals (ITP).

Reports to Dean, Adult Education and Literacy & Transition Initiatives

Texas Talent Collection (0.5 FTE):

- Manages day-to-day operations of the One-and-Done program, maintaining a timeline focused on recruitment, credential attainment, and job placement.
- Leads outreach efforts using dropout rosters and testing center data.
- Works with AEL's Instructional & Curriculum Manager to develop intensive GED bootcamps tailored to near completers.
- Oversees individualized case management and access to wraparound supports such as transportation, childcare, and mental health referrals.
- Collaborates with AEL's Career Navigator to deliver Life Launch workshops, provide career guidance, and assist students in transitioning into IET programs that align with in-demand occupations in healthcare and construction.
- Collaborates with the Dean of AEL and Transition Initiatives to cultivate and maintain employer partnerships aligned with workforce needs and assists in coordinating the employer advisory committee.
- Responsible for facilitating job placement and work-based learning opportunities for participants, and engaging with ISDs and community partners to expand outreach and access.
- Tracks and reports program outcomes, including enrollment, credential attainment, and job placement.
- Ensure all activities align with grant priorities.
- Maintains accurate records and uses data to inform program improvement and reporting.
- Monitors program expenditures, reviews invoices and purchase requests, and ensures budgeted funds are used appropriately and within allowable cost categories.
- Maintains accurate records and financial documentation to support audit compliance.

Adult Education & Literacy (0.5 FTE):

- Serves as the point of contact for AEL operations at Alvin Community College.
- Supports community outreach and student engagement efforts.

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- Coordinates course schedules and spaces for classes both on and off-site.
- Assess off-site classes to consider cost-effective implementation.
- Oversees student registration, class start-up, and capacity.
- Collaborates with the Instructional and Curriculum Manager to manage class assignments.
- Responsible for reviewing and complying with student attendance sheets to ensure accuracy and resolve discrepancies. Communicate any discrepancies with the Assistant Director, instructional aides, and/or TEAMS Specialists.
- Manages and conducts Supervisory validations in TEAMS (Texas Educating Adults Management System) data.
- Evaluate students' Enrollment Forms to ensure grant compliance and contact students to resolve discrepancies.
- Evaluate students' Integrated Training, Education, and Career (ITEC) plans.
- Coordinates with the AEL Testing Facilitator to schedule students for appropriate assessments. Evaluate students' assessments and determine appropriate course placement, including eligibility for the official GED exam, based on assessment results.
- Manages pre/post assessments, including evaluating students' progress to determine a student's eligibility for a post-assessment and course advancement.
- Collaborate closely with the Instructional and Curriculum Manager to formulate and implement essential Professional Development initiatives tailored to the unique needs and objectives of the program.
- This involves planning sessions to identify critical areas for skill enhancement among staff, coordinating relevant training sessions, and disseminating crucial information and resources
- Additionally, contribute to creating a comprehensive Professional Development plan that aligns with program goals, ensures continuous improvement, and fosters a culture of learning and innovation within the team.
- Actively participate in evaluating training effectiveness and make data-informed recommendations for ongoing improvement, ultimately contributing to program staff's professional growth and proficiency.
- Performs other duties of a similar nature or level as assigned.

Position is 100% on-site presence.

Minimum Qualifications:

- Bachelor's degree required.
- Experience in budgeting, computer skills, and communication skills.

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- Knowledge of adult learning procedures
- Bilingual preferred.

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/4670>

Contact Information

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

Contact

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Brazosport College

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