

Subj: **NVC 052411 Job Opening--Kansas**
 Date: 5/24/2011 3:36:39 P.M. Eastern Daylight Time
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 NAEPDC
 News, Views, and Clues
 May 24, 2011

Job Opening--Kansas

As you know, our dear friend Dianne Glass retired recently. Below is the announcement for the Kansas State Director Position. Even though the announcement says screening started on May 16, HR says the position is open until filled. Please distribute to all who might be interested.

KANSAS BOARD OF REGENTS Director of Adult Education

The Board invites nominations and applications for the Director of Adult Education. This position reports to the Vice President for Academic Affairs. The position is responsible for the direction and overall management of all Adult Education program activities, including Adult Basic Education and GED administration. The position provides leadership for Adult Education programs in Kansas; interprets and implements state and federal laws and regulations concerning adult education, including preparing and implementing the Kansas Adult Education and Family Literacy State Plan; monitors and evaluates local programs to ensure compliance with federal and state regulations; determines eligibility for continued funding; and directs the day-to-day operations of the adult education division of the academic affairs unit, including supervision of professional staff and preparing annual report for the United States Department of Education.

The successful candidate will be a specialist in Adult Education and hold at least a master's degree from an accredited college or university in adult education, continuing education, business administration, human services, or related field. In addition, he or she must have at least eight years of experience in adult education or a related field and show evidence of supervisory experience. Other key requirements include:

- * knowledge and understanding of the Adult Education and Family Literacy Act, including its purpose, planning requirements, reporting requirements, and required, permitted, and prohibited uses of funds;
- * experience with federal compliance and pre- and post-award contract administration;
- * experience in successful project management and policy development;
- * superior writing, verbal, analytical, data presentation, and problem solving skills;
- * the ability to interpret, synthesize, and apply research data;
- * the ability to analyze and comprehend detailed information;
- * strong organizational skills that include the ability to effectively prioritize and execute multiple tasks in a fast-paced environment, and to work within tight deadlines.

The salary range is \$67,000 - \$75,000.

A letter of application, current resume, and contact information for

five references should be sent, preferably as MS Word attachments, to 561HR@ksbor.org , or in hard copy form to the Human Resources Office, Kansas Board of Regents, 1000 SW Jackson Street, Suite 520, Topeka, Kansas 66612-1368. Screening of applications will begin on May 16, 2011, and continue until the position is filled. The successful candidate will have consented to, and successfully completed a criminal background check. http://www.kansasregents.org/employment_opportunities
EOE

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Keep up the good work. Let me know when we can help.

NAEPDC
A Natural Resource For Adult Education State Directors and their Staff
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