

**DAWSON COMMUNITY COLLEGE
POSITION DESCRIPTION**

TITLE: Director of Basic & Continuing Education

DEPARTMENT: Workforce Continuing Education

DATE: July 2026

FLSA STATUS: Grant Funded, Exempt, Full-Time

SUPERVISION RECEIVED: Multiple: Primary – Director of Academics

SUPERVISION EXERCISED: Student Employees;
Work Study Students

POSITION NUMBER: _____

SALARY RANGE: Starting at \$50,000 - \$64,000

**** WAGES COMMENSURATE WITH EDUCATION & EXPERIENCE ****

SUMMARY OF WORK: Dawson Community College is accepting applications for the Director of Basic and Continuing Education. This position is responsible for providing supervision to all continuing education programs, including but not limited to, high school equivalency credentials (HiSET, GED, etc.), integrated educational training, English as a second language training, and other enrichment and advancement programs targeted to pre-degree, life-long, non-degree-seeking learners. This role has responsibilities both on and off campus. Regular reporting to college administration and grant funding agencies is required. The DBCE is responsible for all program development and management, planning, promotion and delivery of a variety of programs to pre-degree and non-degree-seeking learners.

This position is primarily responsible for the coordination of the Adult Basic Education and Literacy and Testing Services provided by DCC under the federal WIOA program. This involves grant administration, outreach, reporting to state agencies, travel both within the service area and to state meetings, and all other duties related to DCC's role as a provider of adult basic education throughout an 11 county service area. This includes close collaboration with outside agencies to provide wrap-around services for clients facing obstacles to their educational goals. It requires adherence to strict standards of confidentiality, and regular communication with stakeholders through face to face, telephone, memos, email, and other forms of correspondence.

This position also works with a wide range of stakeholders, including: faculty, staff, adjunct faculty, community members, area employers and third party vendors to plan, schedule and execute training and enrichment activities for community members. These non-credit, non-degree seeking trainings should seek to advance the mission of Dawson Community College and be self-funding. Work with budgets, grant writing, inter-agency planning, promotion and logistics are integral to this role.

This position serves a critical and unique role at Dawson Community College, and demands self-leadership with a passion for underdogs, life-long learners, the curious and the lost.

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:

Employees at Dawson Community College are required to demonstrate kindness, respect, integrity, and professionalism for others. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College. Employees at DCC hold themselves and each other to a higher threshold of respect and practice respect for the people with whom we work and serve. Respect creates an atmosphere conducive to diversity, equity, inclusivity, and learning.

Professionalism at Dawson Community College includes being mindful of our actions when working with students, colleagues, co-workers, and our community members. Respect for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others are an expected part of all Dawson Community College job performance evaluations.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

DUTIES AND RESPONSIBILITIES:

- Report and work closely with the Academic leadership and college administration.

- Organize and implement an instructional program that assists youth and adults in preparing to obtain their HiSET, enhance skills related to employment and self-sufficiency
- Identify, select, modify and create instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs
- Monitor and document participant progress to evaluate and modify educational plans as necessary
- Lesson plans – individual/one-on-one, as necessary.
- Assess changing curricular needs and offer plans for improvement.
- Tutor students individually as the need arises, refer students to other tutoring services
- Provide orientations, program curriculum and assessments to learners with the purpose of increasing their employability skills through education and assisting them in understanding the relationship between school and work
- Monitor continuously participant's attendance in scheduled activities
- Participate in staff meetings; review individual cases and review unusual and difficult participant circumstances to address areas for concern
- Communicate and coordinate with other service providers in order to provide quality customer service and avoid duplication of services
- Work closely with participant and school officials to provide whatever support necessary for participants to successfully complete their education
- Implement agency work plans at the program level to ensure achievement of set goals
- Serve as grant manager for workforce grants and maintain budget, reporting requirements and inventory lists
- Monitor industry trends and benchmark practices around the nation for continued excellence in programming.
- Provide oversight of institutional testing.
- Research additional grant opportunities to support mission
- Responsible to monitor and report for all budget dollars associated with position/program
- Coordinate testing and referrals with ABE
- Prepare assessment reports. Track the academic performance of students during and after their enrollment into the ABE program
- Maintain awareness and understanding of new trends in adult education, emerging employer needs, etc.
- Planning and implementing Integrated Educational Training.
- Complete the budgeting tasks required by the WIOA grant
- Creating and distributing marketing materials across the WIOA service area.
- Completing bi-yearly competitive grant applications.
- Regularly complete desktop monitoring procedures to ensure all data reported is accurate and populating correctly.
- Collaborate with employers across the WIOA service area to identify training opportunities that address the evolving needs of the workforce.
- Travel within the designated WIOA service area to continue outreach and community partnerships
- Attend state conferences, seminars, and workshops
- On a regular basis, coordinate with administration to approve workshops, short-term trainings, certificates, etc. for non-traditional, non-degree seeking learners.
- Create budgets, identify funding sources, grants, etc. for short-term trainings, etc.
- Coordinate with regional employers on training needs
- Recruit instructors for short-term trainings, workshops, certificates, etc.
- Supervise work study, student employees, tutors, etc. within this area
- Fulfill the obligations of a Campus Security Authority (CSA) as defined by the Clery Act. (A Campus Security Authority (CSA) is an individual, who by virtue of their college responsibilities and under the Clery Act, may receive and is required to report any criminal incidents brought to their attention to the Vice President of Academic and Student Affairs so that they may be included and published in the college's Annual Security Report. CSA's are required to complete training on appropriately handling reporting crimes, victim relations and support, and related school policies.)
- DCCF Contract to serve clients
- Performs any other duties assigned by the administration when necessary to the operation and welfare of the college.

PERFORMANCE STANDARDS

DCC values professionalism in its employees. The following attributes and behaviors are identified as examples of what is expected of an employee:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

This institution is an equal opportunity provider.

EDUCATION AND EXPERIENCE

REQUIRED:

- Bachelor's degree in a related field.
- Two years related experience working in an educational setting, adult education or college level workforce education
- Ability to work with grants, budgets and reports
- High tolerance for independent work, multitasking and creativity
- Must demonstrate an ability to relate to people at their level and communicate effectively.
- Excellent verbal and written communication skills.
- Experience adapting learning strategies, learning styles, and addressing divergent learners.

PREFERRED

- Masters degree in a related field
- Creative, self-starter who has a vision for the job
- Grant management and reporting experience
- Adult education experience
- Licensed educator

COMPLETED APPLICATION PACKET MUST INCLUDE:

- Completed Dawson Community College application
- Current resume
- Cover Letter
- Copies of college transcripts (original transcripts required, if hired)
- Three professional references (names, email addresses, and phone numbers).

Background checks are required prior to employment.

INQUIRIES MAY BE DIRECTED TO:

Human Resources Department

hr@dawson.edu

406-377-9430

This institution is an equal opportunity provider.

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It provides guidelines for job expectations and the employee's ability to perform the position described. It is not an exhaustive list of all functions, responsibilities, skills and abilities. Supervisors may assign additional functions and requirements. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work.

Nondiscrimination Policy: Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. Employees who engage in such unlawful discrimination will be subject to disciplinary action up to and including discharge.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning any of these matters for employees should be brought to the attention of:

Daisy Nyberg, Title IX Coordinator. Telephone: (406) 377-9412. Email: dnyberg@dawson.edu. Mailing Address: 300 College Drive, Glendive, MT 59330.

Amber Payne, Registrar, Veteran's Coordinator. Telephone: (406) 377-9404. Email: apayne@dawson.edu. Mailing address: 300 College Drive, Glendive, MT 59330.

Gina Roos, ADA Coordinator. Telephone: (406) 377-9434. Email: groosl@dawson.edu. Mailing address: 300 College Drive, Glendive, MT 59330.

DCC's Annual Security Report and Fire Safety Report provides info about reporting crime, crime statistics, crime prevention, alcohol and drug policies, fire statistics, etc., is available at <https://www.dawson.edu/about/campus-security.html/title/annual-campus-security-and-fire-safety-report>. You may request a paper copy through the President's Office at (406)377-9401.