



**Capital Region/North Country RAEN Director
Job Posting- April 2021**

The Regional Adult Education Network (RAEN) is the statewide system of staff development for educators and administrators in adult education programs funded by New York State Office of Adult Career and Continuing Education Services- Adult Education Program and Policies (ACCES-AEPP). The Capital Region/North Country RAEN, serving 18 counties in upstate NY, is one of seven RAENs providing technical assistance and professional development to adult literacy, occupational, and continuing education programs. Each RAEN director plans & implements high quality, research-based professional development as well as assists programs in meeting or exceeding statewide benchmarks of the National Reporting System.

Literacy New York (LNY) maintains the contract for the Capital Region/North Country RAEN. This funding falls under the Workforce Investment Act Title II from through NYS ACCES-AEPP. The current contract spans five years, beginning October 2019 and concluding September 2024.

Job Title: Capital Region/North Country RAEN Director- F/T; 37.5 hours per week
Office Location: LNY Eastern NY office, 112 Spring St, Saratoga Springs, NY

Areas of expertise:

- Professional Development that supports quality instruction in CCR Standards, NYSED/CUNY CareerKits; Adult Basic Education; English Language Literacy; and High School Equivalency (HSE) Preparation; Data Management; Data Accountability Training; Digital Literacy; Distance Education; Learning Disability Awareness; Case Management; Literacy Zones
- Network Building and Partnerships
- Technical Assistance to support NRS and NYRS Reporting System Performance and Outcomes
- Infrastructure and Communications; including website, training calendars and list serv
- Office oversight- LNY Eastern NY office, including site, logistics, support staff hiring and supervision
- Working knowledge of operational budgets
- Experience with adult education including assessments, data monitoring, adult learning theories.

Deliverables of the RAEN centers:

- Nominate Master Teachers for NYSED/CUNY Master Teacher Institutes
- Turnkey CUNY Master Teacher training for College and Career Readiness standards and report training results to ACCES-AEPP
- Turnkey Master Teacher training for NYSED/CUNY CareerKits including instruction on the use of the dedicated website.
- Turn-key NYSED Case Management training
- Establish online learning communities of teachers in key content areas
- Provide workshops for case managers, teachers and administrators in English Language Learner (ELL) programs
- Maintain a professional development calendar of all regional RAEN events
- Develop a comprehensive network of AEPP funded adult education providers in the region.
- Connect funded adult education programs with the workforce development system, including NYS Department of Labor American Job Centers in each local workforce investment area.

**303 Cayuga Road, Suite 180
Cheektowaga, New York 14225
(716) 651-0465**

- Assist adult education program providers in aligning adult education with postsecondary education and WIOA Title 1 training and apprenticeship, to ensure smooth transitions to education and training.
- Facilitate training on the Adult Student Information System and Technical Support/National Reporting System (ASISTS) in cooperation with the AEPP and the Literacy Assistance Center (LAC) or any subsequent ASISTS vendor.
- Facilitate training on the NRS in cooperation with the AEPP regional liaison and the NRS Accountability Specialist or any subsequent accountability vendor. Facilitate training on any other monitoring system employed by NYSED for ACCES-AEPP programs.
- Assist the AEPP in monitoring the quality of the data submitted for the NRS/state performance.
- Provide professional development in digital literacy for teachers and administrators in order to prepare adult students for college and career readiness and HSE diploma success.
- Increase practitioner knowledge and skills relevant to providing services that are effective and appropriate to the needs of adults with learning disabilities
- Support Literacy Zones
- Share best practices in building effective partnerships; providing instruction in reading, language, math, health literacy, financial literacy, digital literacy and family literacy; and increasing parent involvement in their children's education, within the Literacy Zones.

Benefits: Contribution toward Health Insurance; Life Insurance; Long Term and Short Term Disability Insurance; 401k Contribution; Paid Sick and Vacation time. See Literacy New York Employee Manual for details.

Master's Degree Preferred

Travel required. Occasional overnights

Salary: Commensurate with experience

To apply: Email resume and cover letter to khoughton@literacynewyork.org

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