

Twin Cities RISE!
800 Washington Avenue North, Suite 203, Minneapolis, MN 55401
Main: 612/338-0295 Fax: 612/338-0191

**POSITION DESCRIPTION
DIRECTOR OF EDUCATION SERVICES**

Organizational Mission and Operating Principles

Twin Cities RISE! (TCR!) is an adult skills development organization designed to address the concentration of poverty in communities of color by helping individuals develop marketable and transferable employment skills, leading to a skilled job at a livable wage.

Job Profile and Reporting Relationships

The Director of Education Services is a key player on the Twin Cities RISE! staff team. The Director of Education Services manages learning activities, curricula, and programs which create professional and personal development leading to employment for TCR! participants. The Director of Education Services works closely with the coaching staff and the Employment Services Director to identify needs of participants and employers that can be addressed through education programming. The Director of Education Services supervises the instructors and the registrar, and reports directly to the COO.

Job Responsibilities:

1. Hires, supervises, and evaluates all TCR! classroom instructors.
2. Schedules classes and monitors enrollment.
3. Manages participant tracking and assessment data.
4. Assists in development of the education services budget and manages expenses to stay within budget guidelines provided.
5. Provides instructional resources and training to the instructional staff.
6. Provides leadership for development and improvement of course curricula and assessment tools.
7. Participates in program planning, evaluation, and other special projects as requested by the COO.
8. Provides classroom and one-on-one instruction for courses provided in TCR! 's curricula as assigned. (The amount of instruction assigned is dependent upon the management workload.)

Qualifications:

Master's Degree required; at least one degree in education required (focus on adult education preferred).

Extensive teaching of adults and at least three years of management experience required. Training and experience in curriculum development required.

Must have excellent computer skills.

Submit resume and cover letter to cmicolich@twincitiesrise.org