

KYAE Standards for Program Directors

December 2010

Program Leadership

1. The program director establishes and promotes the program philosophy, goals and objectives of Kentucky Adult Education.

- 1.1 Establishes a vision, mission and/or purpose statements to articulate the work and objectives of the program
- 1.2 Makes program decisions aligned with program mission, philosophy and goals
- 1.3 Analyzes the demographics of the community to address the educational needs of its citizens
- 1.4 Uses assessment data to determine programmatic decisions
- 1.5 Communicates regularly with staff and involves them in program planning through a variety of formal and informal means

2. The program director models leadership strategies that enable and empower staff to grow professionally.

- 2.1 Models professional behavior and requires staff to act in a professional manner
- 2.2 Provides an environment that encourages professional growth
- 2.3 Promotes, monitors and supports professional development for self and staff in compliance with KYAE policy
- 2.4 Leads staff in the implementation of standards-based education
- 2.5 Models practice to encourage the development of knowledge and skills in relevant technologies as they apply to adult learning and professional development practices
- 2.6 Facilitates staff-wide use of technology in daily work-related applications
- 2.7 Utilizes national and state resources (e.g., *LINCS*, *Learning Disabilities Digest*, *Academic Impressions*, *Focus on Basics*) to stay informed on current educational research and data trends

Program Management

3. The program director effectively manages program operations and resources.

- 3.1 Cultivates an atmosphere of respect for all staff and students
- 3.2 Oversees recordkeeping and the day-to-day operation of program
- 3.3 Assures appropriate program staffing
- 3.4 Hires, supervises, observes and evaluates staff based on established criteria and due process
- 3.5 Uses clearly defined written rules, processes and procedures for all programmatic functions
- 3.6 Uses student data to make informed programmatic, curricular and instructional decisions
- 3.7 Establishes procedures to meet performance measures for program accountability
- 3.8 Conducts observations and evaluations that focus on such areas as:
 - Organizing and delivering instruction
 - Using instructional materials and technology
 - Monitoring and assessing student progress
 - Accommodating diverse learning styles
 - Providing student guidance and referrals
 - Helping students apply learning to real-life situations
- 3.9 Coordinates staff schedules and activities to ensure effective program operation
- 3.10 Establishes and maintains an environment conducive to positive worker morale in a safe work situation
- 3.11 Promotes an environment in which cultural and philosophical diversity is valued and appreciated

Program Development

4. The program director builds collaborative relationships with various community agencies and institutions to promote and enhance the delivery of services.

- 4.1 Establishes and monitors partnerships and agreements with community agencies (e.g. businesses, postsecondary institutions, local educational agencies, court systems, child care centers, health centers, employment and job training centers, boards, and social agencies) for the purpose of expanding community understanding of adult education, assessing local needs and enhancing program resources and recruitment efforts to improve services for adult students
- 4.2 Participates in local organizations (e.g., P-16 councils, WIA boards, One-Stops, etc.)
- 4.3 Uses community demographics to inform decisions related to marketing and recruitment
- 4.4 Uses board and/or advisory committee to offer suggestions to strengthen the program within the community

5. The program director guides the continuous improvement of instructional practices, curriculum design and retention strategies.

- 5.1 Leads and/or provides instruction in literacy, adult basic education, GED preparation, and other programs based on county's needs assessment, local data profile and community demand (e.g., ESL, ESOL, workplace, family literacy, corrections)
- 5.2 Uses research-based instructional practices to initiate and facilitate change for continuous program improvement
- 5.3 Provides instructional leadership by initiating and monitoring standards-based instruction and curriculum development
- 5.4 Supports the integration of relevant technologies into the instructional system
- 5.5 Supports adaptations for special needs students to ensure program inclusiveness and suitability
- 5.6 Applies resources and curriculum materials to support multicultural learning
- 5.7 Demonstrates an understanding of the characteristics of adult students, acknowledging the barriers they may encounter and the importance of motivation to their success

Program Accountability

6. The program director fulfills KYAE contractual requirements for policy compliance, record keeping and reporting.

- 6.1 Understands, interprets and assures compliance with KYAE policy and federal and state regulations and requirements
- 6.2 Complies with state data collection and reporting requirements
- 6.3 Complies with current state professional development requirement
- 6.4 Applies for basic grant and additional funding as needed to implement the program's goals and objectives
- 6.5 Oversees the design and implementation of a program recruitment plan
- 6.6 Establishes clear procedures for collecting, documenting and reporting data in a timely manner
- 6.7 Manages fiscal resources and reports financial information in a timely manner
- 6.8 Analyzes and reports program outcomes and evaluation data for various audiences
- 6.9 Implements an overall program review process that is ongoing, participatory and based on a written plan to assess program strengths and areas for improvement
- 6.10 Monitors and approves purchasing
- 6.11 Uses data to monitor and evaluate student outcomes for program improvement efforts