



## **Kanawha Institute for Social Research & Action, Inc. JOB DESCRIPTION**

**Position Title:** Lead Instructor/Program Manager

**Organization:** Kanawha Institute for Social Research and Action Inc. (KISRA, Inc)

**Location:** Dunbar, WV

### **Job Summary:**

The Lead Instructor/Program Manager will oversee the entire operation of the KISRA Re-Entry Learning Platform, ensuring all program components function efficiently and achieve their intended goals. The role requires a dedicated and organized individual with a strong background in education, program management, and collaboration with diverse stakeholders. The position involves curriculum development, teaching, program monitoring, and collaboration with external partners.

### **Key Responsibilities:**

1. **Program Enrollment Management**
  - Manage participant enrollment, ensuring proper registration and onboarding.
  - Collaborate with corrections and recovery facility staff to verify participant lists and program eligibility, confirming accurate start dates.
2. **Completion Tracking & Reporting**
  - Oversee a tracking system that monitors participant progress from enrollment through course completion.
  - Analyze pre- and post-test results to assess learning outcomes, ensuring data is accurately logged and reported.
3. **Interface with Corrections Personnel**
  - Maintain regular communication with the WV Department of Corrections personnel to ensure alignment with facility policies.
  - Coordinate participant transfers and provide regular progress updates to corrections staff, addressing any logistical concerns.
4. **Staff Management**
  - Supervise Asynchronous Instructors and administrative staff, conducting performance evaluations and providing necessary resources.
  - Manage day to day tasks and staff performance.
5. **Pre-and Post-Test Results Management**
  - Administer pre- and post-testing to evaluate participant skill levels and improvements in areas such as communication, problem-solving, and financial literacy.

Applicants are subject to drug testing & background checks

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- Compile results and prepare detailed reports to track participant progress.
- 6. **Data Analysis and Report Preparation**
  - Develop regular reports highlighting program success, participant progress, and program feedback working with external data analysis organization for reporting.
  - Share insights with internal leadership and external stakeholders, including grant providers and corrections personnel.
- 7. **Continuous Improvement**
  - Continuously evaluate curriculum, staff performance, and the learning platform to identify gaps and areas for improvement.
  - Implement strategies to enhance the quality and delivery of the training programs.

### **Minimum Qualifications:**

- **Education:**
  - Bachelor's Degree (BA/BS) in Education or related field.
  - Master's Degree (MBA/MPA or a Business-related field) preferred.
- **Experience:**
  - Minimum of 10 years of teaching experience.
  - Proven experience with asynchronous instruction and curriculum development.
  - Demonstrated experience in grant reporting, tracking, and program management.
  - Verifiable project management coursework and practical experience managing projects, programs, or events.
  - Experience utilizing Learning Management Systems (LMS) such as Moodle, Blackboard, or Google Classroom.
- **Skills:**
  - Strong collaboration skills, especially with external clients and supervisors in both public and private sectors.
  - Ability to implement client life plans and personal improvement programs.
  - Proficient in using technology for asynchronous learning and data reporting.

### **Desired Skills:**

- Familiarity with re-entry programs or similar initiatives.
- Experience working with vulnerable populations, particularly in corrections, recovery programs or domestic violence populations.
- Excellent organizational, communication, and problem-solving skills.

### **How to Apply:**

Interested candidates should submit a cover letter, resume, and three references to Clinton Arnold, CEO