PROGRAM MEMORANDUM 26-11

DATE: November 18, 2026
TO: Alabama Adult Education Sub-Grantees and Stakeholders
FROM: Nick Moore, Chief Adult Education and Learning Officer
SUBJECT: Full-Time Program Director Requirement for Alabama Adult Education Programs

I. Purpose
The purpose of this memorandum is to establish the expectation that every adult education program funded through the ACCS Adult Education Division (the Division) is led by a full-time program director. A dedicated director provides the leadership, oversight, and accountability needed to deliver high-quality instruction, meet performance targets, and manage federal and state funds responsibly.

II. Background
Adult education programs in Alabama serve learners who seek basic skills instruction, high school equivalency preparation, English language acquisition, and pathways to postsecondary education and employment. Programs operate under federal accountability requirements and state reporting expectations, and they manage grant funds, student data, staff, and community partnerships.

The program director is the person most directly responsible for these functions at the local level. When the director role is shared with other full-time duties, vacant, or filled on a part-time basis, programs face greater risk of inconsistent data quality, delayed reporting, weak instructional supervision, staff turnover, and findings in monitoring reviews. A uniform staffing standard supports consistent program quality across the state and gives local institutions a clear expectation for how the position should be structured.

The Division recognizes that some programs have historically operated with part-time or combined director positions because of budget limits, program size, or local circumstances. Section III includes a transition period and an exception process to address those circumstances.

III. Policy
Each adult education program shall employ a program director who meets the standards in this section.

A. Full-Time Employment
The program director shall be a full-time employee of the sponsoring institution, working a minimum of 40 hours per week. The position shall be dedicated to the administration of the adult education program, including daily engagement with program staff and operations. The director shall maintain an office at the same physical location as the program's main instructional center.

The director shall be placed on the C-3 salary schedule. The director's salary may be paid entirely from adult education funds, up to the salary cap approved by ACCS and published by the ACCS Fiscal Division in the annual budget instructions. Any amount above the cap shall be paid from funding sources other than adult education funds. A sponsoring institution may also pay a portion of the director's salary from

local funds and the remainder from adult education funds, provided the adult education portion does not exceed the approved cap.

B. Dedicated Responsibilities
The program director shall not be assigned other duties that compete with the administration of the adult education program. Incidental duties, such as serving on institutional committees or assisting with related workforce or career pathway initiatives, are permitted when they do not exceed 20 percent of the director's time and do not diminish the director's ability to carry out the responsibilities in this section.

C. Core Responsibilities
The program director is responsible for the following functions:

- Overall program administration, including compliance with federal, state, and ACCS requirements;
- Supervision, evaluation, and professional development of instructional and support staff;
- Oversight of student recruitment, intake, assessment, instruction, and retention;
- Accuracy, timeliness, and security of student data and performance reporting;
- Management of grant funds, budgets, and fiscal reporting in coordination with institutional business offices;
- Development and maintenance of partnerships with employers, workforce agencies, and community organizations; and
- Serving as the primary point of contact between the program, the sponsoring institution, and the Division.

D. Qualifications
The program director shall hold a master's degree in Adult Education, Education Administration, or a closely related field and have at least three years of relevant professional experience; alternatively, the program director may have at least seven years of professional experience as an adult education or workforce instructor in lieu of the master’s degree requirement.

Programs shall submit the director's qualifications to the Division upon hire and upon request. The Division may issue additional guidance on preferred qualifications.

E. Vacancies and Interim Coverage
A program shall notify the Division within 10 business days when the director position becomes vacant. The sponsoring institution shall designate an interim director and shall initiate a search for a permanent full-time director within 30 days of the occurrence of a vacancy. An interim director shall be a full-time employee of the institution with the authority to carry out the responsibilities in Section III.C. A program may operate under interim coverage for no more than six months without written approval from the Division.

F. Transition Period
Programs that do not meet the standard on the effective date of this memorandum shall submit a staffing plan to the Division within 60 days. The plan shall describe the current director arrangement,

the steps the program will take to comply with this policy, and the date by which compliance will be achieved. All programs shall comply no later than July 1, 2027.

IV. Implementation

Each sponsoring institution shall:

- Review this policy and confirm whether its adult education program currently meets the standard in Section III;
- Submit the staffing plan required by Section III.F, if applicable, within the stated timeframe;
- Notify the Division of any change in the program director position as required by Section III.E; and
- Direct questions about the policy or a specific staffing situation to the Division's point of contact identified in Section VIII.

V. Responsibilities

A. Local Adult Education Subgrantees

Local adult education subgrantees shall employ a qualified full-time program director, provide the director with the authority and resources needed to administer the program, and notify the Division of vacancies, changes, and exception requests.

B. Program Directors

Program directors shall carry out the responsibilities in Section III.C and shall keep the Division informed of any circumstances that affect program operations or compliance.

C. ACCS Adult Education Division

The Division shall issue and maintain this policy, review staffing plans, provide technical assistance to programs working toward compliance, and coordinate with ACCS on system-wide policy.

VI. Monitoring and Compliance

The Division will verify compliance with this policy through program monitoring, desk review, and review of staffing information submitted by programs. Persistent noncompliance without an approved exception or staffing plan may be considered in decisions regarding program funding and during monitoring activities, in accordance with applicable law and ACCS policy.

VII. Effective Date

This memorandum is effective immediately upon its issuance.

VIII. Questions or Technical Assistance

Questions regarding this memorandum should be directed to the ACCS Adult Education Director of Policy and Programs and Deputy State Director, Dr. Terri Dunn.