JOB TITLE:	CAREER DEVELOPER ADULT EDUCATION
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	ADULT ED HOURLY SALARY RATE
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8771
BARGAINING UNIT:	CLAU

REVISED: 07/01/2019

Submitted: 06/11/2019

SCOPE OF RESPONSIBILITIES
Assists in the implementation of the Adult and Continuing Education Program by providing career and workforce development to all persons, age 16 or over; provides comprehensive evaluation and instructional program to meet the needs of the students, plans and coordinates programs in compliance with federal, state and local directives, and explains purpose of specific program to interested persons.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Plans a program of work to meet the needs and interests of the persons enrolled using local, state and federal directives
Conducts the program by providing career counseling and learning experiences to assist participants in reaching their desired goals or objectives
Uses technology to assist and track participants
Assists participants to improve their standards of living
Maintains frequent contact with participants while away from the program to provide assistance with their career development
Provides continuous evaluation of participant's achievement in the program
Promotes program and interprets purpose of program for potential participants/clients and interested persons in the community
Maintains records and reports on participants and the overall program
Becomes familiar with and works toward meeting program and unit goals
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
Bachelor's Degree
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's Degree
Demonstrated relevant job experience
Demonstrated successful experience in working with individuals 16 years of age and older
Experience in a diverse workplace

Footnote
This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.