



NEW: 07/01/2019
Submitted: 06/11/2019

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| JOB TITLE: | COORDINATOR ADULT BASIC EDUCATION |
| DIVISION | ADULT EDUCATION |
| SALARY SCHEDULE/GRADE: | II, GRADE 5 |
| WORK YEAR: | 187 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8148 |
| BARGAINING UNIT: | CLAS |

SCOPE OF RESPONSIBILITIES

Provides technical assistance to district and school instructional staff in the areas of assignment involving the development, monitoring and implementation of assigned program or activity. Provides in-services as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Works closely with ABE/GED program personnel in developing curriculum and instruction
- Provides training, mentoring, and supervision for ABE/GED program staff, while providing field support to all ABE/GED locations
- Oversees and directs the work of committees and task forces, as assigned
- Meets with ABE/GED program staff regularly to monitor effectiveness of services
- Maintains accurate ABE/GED records on the program and provides data and reports to appropriate personnel
- Evaluates effectiveness of assigned ABE/GED programs or activities
- Provides technical assistance to district and school staff in the areas of assignment
- Assures compliance with local, state and federal regulations and procedures related to areas of assignment
- Researches past and current practice in areas assigned and integrates research in areas of responsibility.
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Other duties as assigned by supervisor

PHYSICAL DEMANDS

The work requires regular, local travel, through one's personal vehicle and is required for meeting with participants and local entities. Valid driver's license and proof of insurance is required. . The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

- Bachelor's degree in area of responsibilities
- Three (3) years of experience in area of assignment
- One (1) year of successful experience in administration/supervision

DESIRABLE QUALIFICATIONS

- Experience in working with different age groups
- Experience in working with community organizations and agencies
- Master's Degree in related field
- Experience in a diverse work place

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.