Coordinator, College and Career Transitions

FLSA Status: Exempt
Pay Grade: 14
Job Title ID: 205001
Job Series/Job Family: Workforce Education & Business Development Series / Adult Education Family

Reports To

Executive Director, Adult Education

Job Purpose

To coordinate the transition of Adult Education English as a Second Language (ESL) and Adult Basic Education (ABE and GED) students into post secondary and workforce training through the use of innovative programming.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Creates and coordinates Vocational ESL and Vocational ABE programs.
2. Creates and maintains up-to-date college and career pathways information based on local workforce needs and advises students and instructors on college and career choices.
3. Integrates College and Career Readiness Standards into AE curriculum.
4. Acts as liaison to Employer Advisory Council.
5. Assists in negotiating, reviewing, and updating contracts and agreements with community partners. Meets with key partnership personnel, provides annual statistics and reports, assists with logistical changes, and improvements to programs. May include managing a program budget and purchasing books, supplies, and testing materials.
6. Evaluates and maintains records such as test scores and statistics, class contact hours, attendance, instructor comments, and class grades. Assists with student intake and other events that pertain to the promotion and recruitment of students; may assist with providing transcripts to students.
7. Provides assistance to students, instructors, and ACC and partner agency staff with issues arising in the classroom and provides solutions with measurable outcomes.
8. Monitors local, state, and national initiatives and best practices in career and college transitional programs.
9. May assist in writing annual grant applications.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Adult education principles, practices, and theories.
- Best practices in implementing contextualized instruction and learning communities.
- Learning assessment techniques and practices.
- Effective recruitment and retention methodologies.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule, including some weekends and evenings.

- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Effectively working with a diverse and multicultural student body.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Work is routinely performed in office environments.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling.
- Occasional lifting of objects up to 40 pounds.

Work Experience

Required

- Two years work experience, including one year in Adult Education, and including work experience in educational program coordinator and/or Workforce Development, or work experience that would result in the required level of knowledge and skills for performing the duties of this position.

Education

Required

- Bachelor's degree.

Licenses/Certifications

Required

- Valid Texas Driver's License.

Other

Required

- Reliable transportation for local Austin area travel.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.