

Coordinator, Transitions and Assessment

FLSA Status: Exempt

Pay Grade: 14

Job Title ID: 205006

Job Series/Job Family: Workforce Education & Business Development Series / Adult Education Family

Reports To

Executive Director, Adult Education

Job Purpose

To work with partner agency staff and students to ensure the smooth transition of students between ACC and other agencies, act as the ACC point of contact for transferring students, and ensure the accuracy and integrity of assessments under the WERC Project.

Description of Duties and Tasks

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

Required

1. Determines student eligibility as defined by the WERC contract, and enters student data into the data system designated by the WERC contract.
2. Acts as a primary point of contact for Workforce Solutions and the Literacy Coalition of Central Texas. Attends WERC advisory council meetings.
3. 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.
4. Conducts individual and group sessions with students to interpret assessment scores, set students goals, and discuss personal, social, and educational needs.
5. Orders, maintains, and disseminates Adult Education assessment materials to partner agencies and monitors compliance with State Adult Education Assessment policy.
6. Trains faculty and staff in the application and use of the assessment instruments used by the Adult Education program.
7. Conducts follow up with students after program completion to determine status.
8. Collects, analyzes, and reports data associated with ACC's community partnerships.
9. Coordinates the recruitment, registration, assessment, enrollment, and retention processes of students transferring between Adult Education classes at community partners and ACC.

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 programs, classes, and requirements.
- Assessment techniques and practices.

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

- 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.
- Maintaining an established work schedule, as assigned, with frequent evenings and some weekends.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications, spreadsheets and database systems.

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 20 pounds.

Work Experience

Required

- One year work experience with adult learners in an educational setting.

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.