

Coordinator, ACE Grant

FLSA Status: Exempt

Pay Grade: 14

Job Title ID: 205007

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

Reports To

Executive Director, Adult Education

Job Purpose

To coordinate the ACE Grant for Adult Education Department.

Description of Duties and Tasks

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

Required

1. Meet with instructors and other staff to develop curriculum, identify effective strategies, and pursue I-BEST best practices.
2. Coordinates the ACE Grant by scheduling class, obtaining supplies, securing classroom space.
3. Collects, organizes, and reports all information in compliance with grant mandates.
4. Recruits, hires, and orients instructors, and other hourly employees for grant activities.
5. Meet with ACE Grant Recruiter Advisor to evaluate and plan grant activities.
6. 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.
7. 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.
8. Provides assistance to students, instructors, and ACC and partner agency staff with issues arising in the classroom and provides solutions with measurable outcomes.
9. Collaborates with partners, Continuing Education, and the college to ensure smooth functioning of the program.
10. Monitors local, state, and national initiatives and best practices in career and college transitional programs. Attends Texas Higher Education Coordinating Board meetings regarding the ABE-IG.

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.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- 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.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

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

Work Experience

Required

- Two years related experience working with non-traditional populations in an educational setting, adult education, or college level workforce education.

Education

Required

- Bachelor's degree.

Preferred

-

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.