Coordinator, ABE/GED

FLSA Status: Exempt
Pay Grade: 15
Job Title ID: 205009
Job Series/Job Family: Workforce Education & Business Development Series / Adult Education Family

Reports To

Director, Adult Education Program

Job Purpose

To provide leadership in the planning and operations of Adult Basic Education and GED.

Description of Duties and Tasks

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

Required

1. Coordinates one or more programs within the Adult Education arena and represents those programs to internal and external partners.
2. Prepares class schedules in a timely manner for all reporting and data systems.
3. Maintains and updates ABE/GED faculty and ABE/GED student website and ABE calendar.
4. Responsible for continuous quality improvement process for ABE, including instructional observations, classroom visits, and syllabi checks.
5. Works with Professional Development Coordinator on instructor training, including compliance with grant mandates. Assists with orienting and assigning mentors to new instructors.
6. Evaluates and integrates curriculum.
7. Assists in negotiating, reviewing, and updating contracts and agreements with community partners. Meets with key partnership personnel, coordinates services, provides annual statistics and reports, and evaluates facilities.
8. Orders and inventories materials including books, distance learning seats, instructional supplies, and office supplies.
9. Works with AE staff to maintain and update student data systems (attendance, Datatel, and federal reporting). Evaluates and maintains records such as test scores and statistics, class contact hours, attendance, instructor comments, and class grades.
10. Assists with student intake and other events that pertain to the promotion and recruitment of students.
11. Provides assistance to instructors with issues arising in the classroom or with students, and provides solutions with measurable outcomes.
12. Provides technical assistance to instructors, recruiter/advisors, and students.

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.
- Classroom management techniques.
- Brockton HS Literacy Model and its application in the adult education classroom.
- Growth Mindset (Dweck).

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

- Coordinating the activities of staff.
- Effectively working with a diverse and multicultural student body.
- Working collaboratively.
- Maintaining an established work schedule, including some weekends and evenings.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- 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

- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, pulling, and manual dexterity.
- Occasional lifting of objects up to 10 pounds.
- Work is routinely performed in an office environment.

Work Experience

Required

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

Education

Required

- Bachelor’s degree in education, adult education, or a related field.

Licenses/Certifications

Required

- Valid Texas Drivers' 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.