



<b>Position Title:</b>	CAP Coordinator	<b>Job Code:</b>	0710
<b>Reports To:</b>	Adult Education Coordinator	<b>Job Group:</b>	PENC
<b>Department:</b>	REVEST	<b>Salary Grade:</b>	13
<b>Prepared By/Date:</b>	Roberto E. Dominguez/08-26-2009	<b>FLSA Status:</b>	Exempt
<b>Approved By/Date:</b>	Emilie Goeser/08-26-2009		
<b>Revised:</b>	Jennifer C. Brito/8-26-2009		

### **Summary:**

The primary responsibility of the CAP Coordinator is to design specific curriculum, coordinate logistics, promote, and make available courses for Seniors in the Miami-Dade County Community who require special instruction in Language (English).

### **Essential Duties and Responsibilities:**

- Oversee responsible for the creation, management, and daily functions of the CP program including facilitating and monitoring on instruction, advising, and case management regarding student attendance
- Coordinate class schedules, reference numbers, and make these available to Outreach Coordinators, advisors, and staff
- Ensure that the necessary CP courses are available each term
- Fulfill the needs of the advisor by preparing intake/orientation, registration, case management (attendance, referrals, metro passes)
- Communicating with and supervising the CP files/registration with advisors at the Outreach Centers
- Design and review the course curriculum and syllabi for both steps of the Citizenship course (VESOL Civics and Citizenship Interview Preparation)
- Communicate these courses to instructors periodically
- Evaluate the effectiveness of the course objectives in meeting the program's goals and student needs, while adhering to contract-budget
- Performs other related duties as assigned

### **Knowledge, Skills and Abilities:**

- Excellent organizational skills
- Excellent communication skills (Verbally and written)
- People orientated
- Energetic and adaptable with the ability of working with senior populations
- Experience effectively working in a multi-cultural environment
- Computer literate (Outlook, Internet, Excel, Word)
- Knowledge with Odyssey System
- Previous Citizenship and ESOL/VESOL
- Senior teaching experience with knowledge of USCIS laws and the Citizenship/ Naturalization process

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree and three (3) years of experience in coordinating/managing capacity with VESOL/Citizenship Instruction

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name