



<b>Position Title:</b>	Adult General Education Coordinator		
<b>Reports To:</b>	Manager		
<b>Department:</b>	REVEST	<b>Job Code:</b>	0711
<b>Prepared By/Date:</b>	Emilie Goeser/07-24-2009	<b>Job Group:</b>	PENC
<b>Approved By/Date:</b>	Arnold Munoz/07-24-2009	<b>Salary Grade:</b>	14
<b>Revised:</b>	Jennifer C. Brito/8-25-2009	<b>FLSA Status:</b>	Exempt

### **Summary:**

The Adult General Education Coordinator develops, coordinates, and implements curriculum. They also manage and coordinate non-credit instructional courses including ESOL, ESOLAS, ELCATE, ABE, GED, VPI, CP and WRS.

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

- Develop curriculum by identifying DOE standards, course objectives, student abilities and needs
- Work with a team of Full-Time Instructors to review current textbooks and available materials and use feedback to determine how students and instructors respond to curriculum to help guide use
- Supervise adjunct instructors by setting clear goals that are reinforced at monthly faculty meetings, regularly observing instructors and receiving feedback from Full-Time Instructors and Outreach Coordinators as well as instructors themselves
- Evaluate instructors through observation and given feedback
- Supervise Full-time Adult Education Instructors by setting clear objectives that are updated and reinforced at weekly meetings
- Supervise Citizenship Coordinator by setting clear goals and objectives that are reinforced and updated in a bimonthly basis
- Work closely, as a team by providing ample opportunities to monitor work performance and offer guidance and direction
- Coordinate non-credit instructional courses (ESOL, ESOLAS, ELCATE, ABE, GED, VPI, CP, WRS) by working closely with Outreach Coordinators to assign course offerings, instructors, rooms, and schedules
- Coordinates CASAS testing program wide by working closely with Outreach Coordinators, Full-time and adjunct instructors and the Testing Department
- Performs other related duties as assigned

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

- Knowledge of ESOL Curriculum standards, including DOE requirements, and best practices for implementing curriculum
- Proficiency in interpreting data, reports, and contract requirements
- Knowledge and experience in coordinating course offerings at multiple sites
- Possess Computer skills, including Word programs, Excel and Outlook
- Possess high level of organizational and communication skills
- Ability to work well in a team based structure, utilizing strong interpersonal skills and leadership capabilities
- Ability to evaluate, motivate, counsel and coach employees to realize the highest level of work performance possible

**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 in a related field and four (4) years of professional experience or a Master’s degree in a related field and two (2) years of professional work experience.

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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