



Position Title:	Adult Education Teacher Coordinator	
Reports To:	Community Education Department Chair	
Department:	College-wide Community Education	Job Code: 3801
Prepared By/Date:	Carol Flynn/10-2004	Job Group: PENC
Approved By/Date:	College-wide	Salary Grade: 13
Revised:	Dr. Merrill Irving/05-25-2011	FLSA Status: Exempt

Summary:

The Adult Education Teacher Coordinator provides classroom instruction to ABE/GED students enrolled in preparation classes. In addition, this individual coordinates and executes all tasks directly related to the ABE/GED branch of Adult Education. Responsible to a chairperson or other academic administrator for curriculum and the operation, management and supervision of the assigned classroom or laboratory.

Essential Duties and Responsibilities:

- Recommends curriculum and instructional strategies appropriate to the learning needs of the Adult Basic Education/General Education (ABE/GED) target group
- Provides instruction in all five subject areas of the GED exam – Math, Reading, Writing, Science and Social Studies. This instruction includes curriculum from 4th through 12th grades
- Teaches students at various skill levels and has direct responsibility for classroom and/or laboratory instruction
- Assists in development of testing, assessment and other evaluation instruments
- Evaluates, selects, and recommends textbooks
- Identifies barriers to the student's educational progress, develops correcting instructional strategies, and/or refers student for internal or external professional services, as appropriate
- Coordinates student advisement, supervision of part-time instructors and lab staff, time sheets, generation of reports (TABE, Bi-weekly GED reports, End of Term, Diplomas, etc.); Instructor Assignments, attendance monitoring, Instructor Withdrawals, Age waiver applications, class creation and cancelation scheduling and reference numbers, and GED Graduation coordination
- Advises and counsels students regarding course requirements, expectations, goals and progress through the program
- Aids in the recruitment and screening of potential students
- Oversees the care, maintenance and distribution of equipment and materials used in the assigned laboratory or classroom
- Attends departmental meetings and serves on task forces or committees
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Ability to instruct in all five areas of the GED exam- Math, Reading, Writing, Science and Social Studies
- Knowledge and understanding of College organization, goals and objectives, and policies and procedures
- Knowledge and understanding of the ABE/GED curriculum and general education principles
- Ability to read, analyze, and interpret student test scores (TABE, GAIN) and reports
- Knowledge of principles and classroom management and instruction, concepts and theories of learning methods, and instructional strategies

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to relate to and motivate an adult student population
- Ability to develop curriculum and learning strategies specially designed for the adult learner
- Ability to plan, organize and implement group and individual classroom and laboratory learning activities
- Ability to develop individual and classroom learning objectives and assess students' progress towards them
- Ability to identify the need for and develop alternative learning strategies
- Knowledge of Microsoft Office Suite, on-line systems and other software
- Strong interpersonal skills and the ability to effectively communicate
- Strong leadership skills that promote dedication, creativity, innovation, growth and retention
- Skilled in project management and the ability to meet deadlines
- Ability to supervise and train assigned staff including organizing, prioritizing, decision-making, scheduling and tracking work assignments
- Ability to respond to common inquiries or complaints from students, faculty, staff, regulatory agencies, or members of the community
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Sensitivity skills related to special economics, social and personal needs/problems of the adult student
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

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 frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

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 Education or related field and four (4) years of experience in secondary or adult education

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name