
Job Title	Coordinator Adult Learning	Job Title Code	160540EF
Reports to	Director Family and Community Engagement	Wage/Hour Status	Exempt
Dept/School	San Jacinto Adult Learning Center	Pay Grade	102
		Date Revised	August 15, 2025

Primary Purpose

Expand adult students' professional, educational, and personal skills with lifelong learning opportunities so they can earn a High School Equivalency Diploma and/or participate in job training to achieve their personal and professional goals. Facilitate collaboration between local community agencies, EPISD's Career and Technology Education Department and the Far West Adult Education Consortium (FWAEC). Assist Director with program oversight, service delivery, reporting, and compliance with overall program.

Education/Certification

- Bachelor's Degree

Special Knowledge/Skills

- Strong knowledge and experience in adult education principles, adult learner characteristics, and evidence-based instructional practices
- Ability to evaluate instructional effectiveness and curriculum alignment to adult learner needs and program goals
- Skilled in designing and delivering professional learning that builds instructor capacity and supports program improvement
- Highly effective written, verbal, and interpersonal communication skills; able to communicate clearly and professionally with diverse audiences
- Ability to collaborate and coordinate with community agencies, partners, and internal departments to support adult learner access and success
- Effective listening skills
- Ability to plan, communicate, and support beginning-of-year and end-of-year program requirements and procedures
- Ability to present information, training, and data findings to campus staff, community partners, and district leadership

Experience

- Three (3) years in an adult learning program

Major Responsibilities and Duties

1. Prepare registration and intake materials for student enrollment.
2. Coordinate and conduct student registration, orientation, and assessment using approved Texas Workforce Commission (TWC) instruments.
3. Ensure proper student placement based on assessment results, program requirements, and student goals.
4. Audit student records to verify accuracy of attendance, assessment results, demographic information, and learner profile.
5. Maintain confidentiality of all student records in accordance with TWC regulations and district policy.
6. Train assigned personnel on required assessment processes and compliance expectations.
7. Input data in the TWC data management system (TEAMS/RISE).

Instruction and Curriculum

8. Design and present beginning-of-year instructional expectations, procedures, and program requirements to all instructors.

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9. Conduct ongoing data reviews to monitor instructional effectiveness and progress toward program objectives and individual learner goals.
10. Provide guidance and support instructor on curriculum implementation and instructional practices.
11. Review and provide feedback on instructor syllabi and lesson plans to ensure program alignment and standards.
12. Monitor student use of approved online curriculum platforms (e.g., Burlington English and/or Essential Education) to support instructional goals.
13. Train instructors on proper quarterly documentation of Individualized Training, Education, and Career Plans (ITEC) and verify accuracy of submission each quarter.

Career Navigator

14. Support adult learners in achieving career pathways and educational objectives.
15. Coordinate and implement outreach and recruitment strategies for adult education, career readiness and college preparation programs.
16. Maintain accurate and confidential records for all GED and vocational participants.
17. Design and apply retention and intervention strategies to improve Measurable Skill Gains (MSGs) and program completion rates.
18. Provide students with official GED Ready vouchers.
19. Connect students with appropriate community and social service resources to support their educational success.
20. Plan and coordinate biannual graduation ceremonies.

School/Organizational Management and Climate

21. Establish and maintain a professional relationship and open lines of communication with adult learners, administrators, and faculty/staff.
22. Assist with the organization, coordination of program activities, and implementation of adult courses.
23. Foster a culture of high expectations by promoting a positive, learner-centered environment that encourages empowerment and lifelong learning.
24. Maintain accurate records in compliance with Texas Workforce Commission (TWC) requirements.
25. Uphold and enforce campus rules, administrative regulations, and El Paso Independent School District (EPISD) Board policies.

Personnel Management

26. Assist in the recruitment, selection and assignment of adult education personnel.

Professional Growth and Development

27. Support the professional growth of adult education staff by planning, coordinating, and delivering in-service training and development opportunities.
28. Participate in professional development and required training sessions to ensure compliance with Texas Workforce Commission (TWC), El Paso Independent School District (EPISD), and Far West Adult Education Consortium (FWAEC) requirements.
29. Attend TWC biweekly virtual meetings and FWAEC monthly in-person meetings to stay informed of program updates, policies, and best practices.

Additional Responsibilities

30. Responsible for proper use of school facilities.
31. Collaborate with consortium directors on Grant assigned lead roles.
32. Perform other duties as assigned by the Director of Family and Community Engagement .
33. Be flexible with work schedule, to include evenings and prolonged/irregular hours when required, to meet the needs of the program.

Supervisory Responsibilities

Assist in supervising assigned personnel and provide administrative leadership in the Director's absence.



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Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress.
- Some in-city travel within the district and Region 19 area (Consortium sites).

Terms of Employment

192 days Salary to be established by the Board of Trustees

*Note: This position is grant funded and is approved on an annual basis. This externally funded (EF) position is grant funded on an annual basis and can be terminated at any time. Continuation of employment is contingent upon the continued receipt of grant funds. The number of workdays and/or hours will be evaluated annually and may be adjusted to meet program needs.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
 Job Title: _____
 Date: _____

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I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.

Employee Signature: _____ Date: _____

I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above is compliant with respective Program requirements.

Supervisor Signature: _____ Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser



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referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.