

Job Title: Coordinator, Adult Learning

Wage/Hour Status: Exempt

Reports to: Administrator

Pay Grade: 102

Dept./School: San Jacinto Adult Learning Center

Date Revised: November 20, 2020

Primary Purpose

Responsible for curriculum needs and assist with the planning, marketing and implementation of adult education courses within the El Paso Independent School District and Consortium.

Qualifications

Education/Certification

Bachelor's Degree
Valid Texas Teacher's Certification

Special Knowledge/Skills

- Ability to evaluate teaching effectiveness and curriculum needs
- Working knowledge of curriculum and instruction
- Ability to communicate professionally, clearly, thoroughly, concisely with diverse stakeholder in both oral and written form

Experience

Three (3) years teaching experience

Major Responsibilities and Duties

Instructional Management

1. Assist with the planning, operation, and evaluations of the Adult Learning Program of the school District.
2. Assist with the organization and educational program in the consortium and collaborative agencies.
3. Assist the Administrator in the utilization and scheduling of adult classes within the district.
4. Assist all instructors with curriculum mandates and needs.
5. Assess syllabus and lesson plans submitted by instructors.
6. Support teachers with instructional needs.

School/Organizational Management and Climate

7. Promote the Adult Learning and district mission statement.
8. Assist with the maintenance and monitoring of state-mandated records.
9. Assist in the promotion of a positive, empowering, learner-centered climate that fosters life-long learning.
10. Maintain a professional relationship with colleagues, adult learners, and administration.
11. Use effective communication skills to present information accurately and clearly.
12. Maintain accurate records as required by Texas Workforce Commission (TWC) and agreements with other state agencies.
13. Uphold and enforce campus rules, administrative regulations, and Board policy.
14. Responsible for proper use of school facilities.
15. Assist with the planning for adequate student enrollment in locations where Adult Learning Programs are available.
16. Ensure proper placement of students in accordance with TWC assessment guidelines.
17. Assist with quality of data entry in the state management systems Frontline (TEAMS) as needed.
18. Assist staff and students with enrollment, orientation and registration in day or evening adult learning and/or career classes.

School/Organizational Improvement

19. Assist in the coordination program activities and adult courses for the benefit of school/community relations.
20. Coordinate offers for adult learning through attendance and participation in public and private agency meetings.
21. Assist with the development of a culture of high expectation levels for all constituents.
22. Take all precautions to ensure a safe learning environment for adult learners.
23. Act as a positive role model for the adult learners; support the mission of TWC, EPISD and/or Far West Adult Education Consortium (FWAEC).
24. Assist the administrator in providing a standard of conduct that is conducive to healthy learning.
25. Coordinate adult education offerings through attendance and participation in public and private agency meetings.

Personnel Management

26. Assist with the selection and assignment of all adult learning personnel.
27. Coordinate and implement an outreach and recruitment strategies for adult education, career and college readiness classes.

Professional Growth and Development

28. Assist with the professional development growth of the adult learning staff by planning and conducting in-service training that meet the needs of the individuals employed by the Adult Learning Programs.
29. Attend and participate in professional development training sessions in order to meet TWC, EPISD and/or FWAEC requirements for professional development, participate in professional development training sessions in order to meet TWC requirements for professional development both in town and out of town trainings.
30. Attend and participate in staff meetings as required by administration.
31. Train new instructors to adult education in preservice requirements and other required professional development such as content standards.

Additional Responsibilities

32. Responsible for proper use of school facilities.
33. Perform other duties as assigned by the Administrator of Adult Learning.
34. Coordinate end-of-year closure procedures for constituents in the District and the Districts in the Consortium.
35. Work split schedule when necessary in order to meet the needs of the program.

Supervisory Responsibilities

Supervise all assigned personnel. Provide administrative supervision in the absence of the administration.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress and work with frequent interruptions; work split schedule and frequent prolonged and irregular hours; frequent district and Region 19 wide travel.

Terms of Employment

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 work days and/or hours will be evaluated annually and may be adjusted to meet program needs.*

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 federal funds and my job duties/responsibilities must comply with the Federal 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 Federal Program requirements.

Supervisor Signature: _____ Date: _____

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: _____

Approved: _____

Job Title: _____

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 referidas al oficial del distrito, Patricia Cortez al 230-2033; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.