

Job Title: Assessment Coordinator Adult Learning	Wage/Hour Status: Exempt
Reports to: Administrator	Pay Grade: 102
Dept/School: San Jacinto Adult Learning Center	Date Revised: October 28, 2024

Primary Purpose

Responsible for student testing procedures, student orientation, registration, plus training in pre-service requirements and testing procedures. Assist with the planning and implementation of adult education courses within the El Paso Independent School district and consortium.

Qualification**Education/Certification**

Bachelor's Degree
Valid Texas Teacher Certificate

Special Knowledge/Skills

- Strong organization, communication, public relations and interpersonal skills
- Ability to train others in components necessary for the adult education program's success.
- Ability to communicate professionally, clearly, thoroughly, concisely with diverse stakeholders

Experience

Three (3) years' teaching experience

Major Responsibilities and Duties**Instructional Management**

1. Coordinate and handle student registration and orientation for daytime and evening classes.
2. Administer Texas Workforce Commission (TWC) mandated assessment instruments to all students.
3. Coordinate daytime and evening enrollment to set up classes for appropriate semester.
4. Assist the administrator with class scheduling.
5. Support teachers with instructional needs.

School/Organizational Management and Climate

6. Establish and maintain open lines of communication with adult learners and administration.
7. Coordinate enrollment figures with appropriate staff.
8. Maintain a professional relationship with colleagues, adult learners, and administration.
9. Use effective communication skills to present information accurately and clearly.
10. Maintain accurate records as required by TWC and agreements with other state agencies.
11. Uphold and enforce campus rules, administrative regulations, and Board policy.
12. Uphold TWC regulations regarding confidentiality of testing/evaluation instruments.
13. Assign students to classes based on results of testing instruments.
14. Assist the adult learners with their successful transition through functioning levels.
15. Responsible for proper use of school facilities.
16. Assist students with enrollment in adult education and/or career classes

School/Organizational Improvement

17. Take all precautions to ensure a safe learning environment for all adult students.
18. Audit student attendance records for accuracy of attendance, testing results, demographic, and profile information as adult students exist program.
19. Act as a positive role model for the adult students; support the mission of the District and San Jacinto Adult Learning Center.
20. Assist with the maintenance and collection of student data from all adult education classes.
21. Assist the administrator in providing a standard of conduct that is conducive to healthy learning.

Professional Development

- 22. Train instructors and other appropriate Consortium personnel in testing procedures.
- 23. Assistance with end-of-year closure procedures for all constituents in the District and the Districts in the Consortium.
- 24. Attend and participate in professional development training sessions to meet TWC requirements for professional development both in town and out of town trainings.
- 25. Attend and participate in staff meetings as required by administration.
- 26. Train instructors new to adult education preserve requirements and other required professional development such as content standards and post-services requirements.

Personnel Management

- 27. Assist with the selection and assignment of all adult education personnel.

Additional Responsibilities

- 28. Coordinate end-of-year closure procedures for Districts in the Consortium and satellite sites with the El Paso ISD.
- 29. Assist with Frontline (TEAMS) data entry as often as necessary.
- 30. Work split schedule, when necessary, to meet the needs of the program.
- 31. Perform other duties as assigned by the administrator.

Supervisory Responsibilities

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

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; frequent standing, stooping, bending, kneeling; frequent prolonged and irregular hours. Some travel within district and Region 19 area.

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.*

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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The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

Amended 10-28-24

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