OROVILLE UNION HIGH SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: ADULT EDUCATION NAVIGATOR

SALARY LEVEL:	17	DIVISION:	Classified
DEPARTMENT:	School Administration	LOCATION:	School Site
REPORTS TO:	Director of Alternative Education		
APPROVED BY:	Board of Trustees	DATE:	5/17/17

SUMMARY: Under the direct supervision of the Director of Alternative Education, the Adult Education Navigator is responsible for and performs highly responsible and complex data management duties related to the annual and daily requirements of grant programs. These duties will include the orientation of new students and administration of all testing for Federal and State grants. The Navigator will also perform outreach activities with other agencies and represent OAE at workshops and public forums for student outreach. This position will require excellent clerical, organizational, time management, verbal and written communication, and technology skills. Under administrative direction, performs highly responsible and complex student data navigation duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other related duties may be assigned.*

- Coordinates and leads student intake orientation program at both OAE centers including CASAS diagnostic testing.
- Oversees and updates Comprehensive Adult Student Assessment System (CASAS) and TopsPro data systems ensuring that all data is current and available for reporting and transfer.
- Provide student data evidence for WASC and schoolwide reviews.
- Proctors CASAS intermediate and exit assessments.
- Facilitates testing and data for EL Civics and Citizenship classes.
- Works both directly and indirectly with students to increase assessment scores related to Reading, English and Math and the CASAS Assessment system.
- Represent Oroville Adult Education Center at workshops and seminars as requested by other agencies
- Establish and maintain effective working partnerships with multiple stakeholders and community service providers.
- Coordinate services with relevant college and community agencies.
- Assist students with career research and planning.
- Establish positive and trusting relationships with students.
- Coordinate and/or provide supportive services to support academic persistence and success.
- Implement new programs that benefit students and other programs.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); supplementary college course work or degree in education, psychology, sociology or related fields is highly desirable and at least a background in working with the public

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students, parents, or employees.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent and to interpret bar graphs. Ability to disaggregate data and

TECHNOLOGY SKILLS: Ability to learn and utilize web-based and server based software systems and data management protocols. Effectively manage CASAS testing software and TopsPro data system. Ability to manage data from spreadsheets and databases for reporting purposes.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form. Ability to deal with problems involving a few known variables in routine situations.

CERTIFICATES AND LICENSES:
California Driver's License required
First Aid Certificate preferred
CPR Certificate preferred

OTHER SKILLS AND ABILITIES: Ability to interact with staff, students, community partners, and other in an open, friendly business-like manner.

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 use hands to manipulate or fell objects, tools, or controls and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 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.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee regularly works indoors and will occasionally work outdoors. The employee must be able to meet deadlines within time constraints. The noise level in the work environment varies from low to above moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions within the work environment.