

ADULT EDUCATION PROJECT LEAD

DEFINITION:

Under the direction of the Adult Education administrator, to perform the duties necessary to successfully implement the activities of the Adult Education Grant Funded Programs. The Project Lead helps bridge the gap between English language acquisition, and obtaining employment for Refugees, Asylees, and individuals with Special Immigrant Visas (SIV), ensuring they receive comprehensive support as they transition into the workforce.

QUALIFICATIONS:

Must meet characteristics required by project narrative.

Education: High School Diploma or equivalent.

Experience: Two (2) years advanced education training and/or related experience involving facilitating grants, working with a diverse population, frequent public contact and record keeping. At least one (1) year as a Special Projected Coordinator with FCUSD is preferred.

DISTINGUISHING CHARACTERISTICS:

The Adult Education Project lead is a senior technical position, which requires the ability to develop relationships with local employers, research employment opportunities, track and maintain client personal data and record keeping management, analyze program effectiveness, and provide support to academic and administrative programs and services. The Project Lead must possess prior experience or skills in employment related services, knowledge and adherence with grant funding requirements. Advancement into the Project Lead, requires effective organization and planning skills, strong communication and be able to build and maintain relationships with employers, service agencies and clients. Provides decisional support to a range of programs and services for learning, professional growth and development of clients. Lead will demonstrate success in working with a wide range of stakeholders. One (1) year of experience as a Special Project Coordinator with FCUSD could be the first step in advancing to the Adult Education Project Lead.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of administrative staff:

- Facilitate the implementation of grant programs and funding while monitoring and maintaining compliance.
- Collaborate with administration to execute project parameters as required by specific grant and/or funding sources.
- Understands the funding source outcomes and project activities.
- Analyzes activities into component tasks and devises a task schedule for timely completion.
- Determines in advance the documentation of services rendered that will be required for evaluation of project outcomes and follows a collection system to ensure project goals are met.
- Prepare and maintain a variety of records and files related to assigned activities and participants; prepare and submit a variety of reports.
- Acts as liaison with state, federal and local regulatory agencies involved with the project. Keeps informed of new laws and regulations.
- Establish and maintain a cooperative relationship between the students/clients and the employers, job centers, and service agencies.
- Identifies and resolves program implementation obstacles.
- Coordinates purchases and expenditures and monitors balances for timely and appropriate use of funds.

- Evaluate client/student needs and challenges, developing personalized paths to regional resources.
- Participate in outreach with community agencies; provide referrals to clients for childcare, transportation, personal counseling, continuing education, skills training and/or other services.
- May develop and coordinate employment activities; initiate contact with local employers to promote employment activities; serve as a liaison with public and private employers to develop employment opportunities for participants.
- May recruit clients and employers; assist and coach individual clients with skills needed for successful employment; provide classroom employability and job retention skills training to participants; interview and administer assessment tests; determine eligibility for various programs.
- May match client qualifications to available employers; coach, arrange and schedule interviews for clients; assist clients with completing applications and employment forms; assist with the preparation of resumes and cover letters as needed.
- May make decisions and maintain project parameters without immediate intervention of the administrator, including short- and long-term planning.
- Attend grant meetings with service providers.

KNOWLEDGE:

- State, federal, and local regulations and laws relating to the project.

ABILITIES AND SKILLS:

- Understand and follow oral and written directives; maintain cooperative relationships with those contacted in the course of work.
- Fluent in English. Bilingual preferred.

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.