

Adult Learning Center Coordinator

Purpose Statement

The Adult Learning Center Coordinator coordinates the Adult Learning Center programs and services, providing information and serving as a resource to others. This role involves planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines.

Supervisory Relationship

Reports to: Director of the Adult Learning Center

Essential Functions

- **Adult Learning Center**
 - **Communication and Collaboration:** Communicate, collaborate, and cooperate with colleagues, supervisors, and students to foster a positive learning environment.
 - **Grant Management:** Plan, compile, and submit grant applications to secure funding for various programs.
 - **Program Planning:** Plan programs by accessing resources, establishing links, conducting needs assessments, setting program goals, and looking for in-kind matches. Write proposals and maintain documentation of administrative and operational aspects of GED, ESL, Family Literacy, Displaced Homemaker, and Certified Nursing Assistant (CNA) programs. Compile and submit required reports.
 - **Budget Management:** Plan spending and monitor expenditures to ensure financial accountability.
 - **Networking and Marketing:** Network, market programs, maintain awareness of legislative issues, serve on community boards and planning committees, and attend meetings and conferences with collaborators.
 - **Recruitment:** Recruit service providers, staff, and volunteers to support program operations.
 - **Program Implementation:** Set up classes, recruit students, provide orientation and testing sessions, facilitate goal setting with students, administer pre and post assessments, maintain student records, monitor classes, and conduct program evaluations.
 - **Accountability:** Ensure compliance with federal and state regulations, document activities, compile program evaluation information, and write final reports.
 - **Learning Climate:** Establish and maintain an effective learning climate and foster positive interpersonal relations among students and staff.
 - **Behavior Guidelines:** Establish guidelines for appropriate student conduct and behavior.
 - **Training Participation:** Participate in mandatory training or training appropriate to the position as required by the district.
 - **Mission and Vision Management:** Facilitate and manage the Mission and Vision of the Adult Learning Center Program.
- **GED/CNA Chief Examiner**
 - **Testing Services:** Contract with national testing services, order, and arrange payment for testing materials.
 - **Scheduling:** Schedule and publicize testing sessions.
 - **Conduct Testing:** Conduct testing sessions in accordance with ND Department of Nursing and GEDTS policies and procedures.
 - **Professional Development:** Participate in examiners' professional development training.
 - **Report Maintenance:** Maintain and submit statistical reports.
 - **Staff Training:** Train and employ appropriate examiners, actors, raters, and proctors.
- **Supervisory Responsibilities**

- **Staff Supervision:** Directly supervise the employees of the Adult Learning Center, evaluate and counsel staff members regarding their individual performances.
- **Staff Management:** Recruit and hire appropriate personnel, assign work responsibilities, resolve problems, and conduct regular meetings.
- **Professional Development:** Determine staff training needs, research appropriate training opportunities, and provide resources to maintain adequately trained staff.
- **PLC Group:** Encourage and enable the Adult Learning Center's Professional Learning Community (PLC) group.
- **Book Studies:** Research and lead appropriate book studies.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Additional Duties:** Perform other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Operating standard office equipment and using a variety of software applications.
- Planning and managing projects.
- Preparing and maintaining accurate records.

Knowledge

- Advanced math, including the ability to review and interpret technical information, write technical materials, and speak persuasively.
- Pertinent laws, codes, policies, and regulations.
- Personnel processes, program planning and development, school budgeting policies, and audit procedures.
- Concepts of grammar and punctuation, public and fund accounting, and budgeting principles.

Abilities

- Schedule multiple activities, meetings, and events.
- Gather, collate, and classify data accurately.
- Work independently and collaboratively with diverse individuals and groups.
- Analyze data using complex processes and operate equipment using standardized methods.
- Adapt to changing work priorities and communicate with diverse groups.
- Meet deadlines, set priorities, and work as part of a team.
- Work with detailed information and data.

Responsibility

Work independently under broad organizational guidelines to achieve unit objectives. Manage multiple departments and supervise the use of funds. Utilize significant resources from other work units. Continually impact the organization's services.

Work Environment

Some lifting, carrying, pushing, and pulling. Significant fine finger dexterity. Generally, 60% sitting, 20% walking, and 20% standing. Performed in a generally clean and healthy environment.

Experience

Job-related experience within a specialized field required

Education

Bachelor's degree in education or a related Human Relations major with experience in Adult Education Instruction

Continuing Education/Training

Maintain certificates and/or licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Salary Grade

PH

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