NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Adult Education Center Coordinator

Department: Outreach Services
FLSA Status: Exempt
Grade/Level: Admin/Prof Classification II-A
Work Schedule:
  Monday - Thursday 8AM - 6PM
  Friday 8AM - 12PM
  Or as assigned by the supervisor

Job Status: Full Time
Reports To: Director of Adult Education
Amount of Travel Required: As needed
Positions Supervised: None
Contract Length: 12 months

PURPOSE  The Adult Education Center Coordinator serves as the management professional in charge of the NTCC Adult Education Center. The coordinator will maintain effective channels of communication. He/she will be responsible for curriculum development and coordination/scheduling of classes. Training for Adult Education teachers will be provided by the coordinator.

Major Responsibilities:

- Oversee the delivery of all instruction, delivery of accurate ACES data to ACES data personnel and supervise the overall operation of the center.
- Oversee the delivery of all instruction, delivery of accurate ACES data to ACES data personnel and supervise classes at the MPISD Even Start Adult Education program.
- Oversee the delivery of all instruction, delivery of accurate ACES data to ACES data personnel and supervise classes at Pilgrim’s Pride Workplace Literacy Program.
- Oversee/ update as needed all adult education ESL curriculum housed at the center.
- Train NTCC adult education ESL teachers.
- Work with the NTCC public relations officer to promote and publicize the literacy services offered in downtown Mt. Pleasant.
- Present the program at locate, state, and national levels.
- Organize, provide direction and assist in new student orientation, including assessment, goal setting and progress assessment.
- Oversee ACES data on a monthly basis, which reflects the ongoing status of the programs. Program reports are created as required for NTCC, TEA and any additional funding agencies.
- Serve as a liaison between local and state agencies that are student referral sources (WIA, DHS and Parole/Probation).
- Serve as a liaison between TXU and NTCC with all center activities.
- Work closely with the Titus County Literacy Advisory Council including meeting agendas and determining needs of center and literacy students being served.
- Assist the NTCC Adult Education Department in identifying funding sources and grant writing.
- Coordinate new and existing grant related activities as determined by the program director.
- Perform other duties as assigned by the Director of Adult Education.
POSITION CHARACTERISTICS:

This position requires knowledge and expertise in management, instruction and extensive ESL background. It demands excellent communication skills to interact with many external agencies and management of staff and students. The Adult Education Center Coordinator compiles, oversees, processes, and assimilates data into detailed reports for submission to TEA, NTCC, TWC, DHS and other funding sources. It demands the ability to assess and develop curricula based on assessment, scheduling of classes for the center, MPISD Even Start and Pilgrim’s Pride. This position will provide instruction at the named sites when needed.

QUALIFICATIONS:

- Bachelor’s degree required, with a major in education preferred.
- ESL endorsement and Bilingual in Spanish preferred.
- Ability to council students in areas that directly relate to their ability to succeed in their endeavors to complete their GED or advance in the area of adult basic education.
- Strong interpersonal skills and ability to collaborate with diverse individuals, groups and organizations.
- Strong organizational and problem-solving skills are needed to recruit and retain undereducated students, optimize the use of the NTCC Adult Education Center, and coordinate classes at Even Start and Pilgrim’s Pride.

SIGNATURES:

__________________________________________________________  Date

Adult Education Center Coordinator

__________________________________________________________  Date

Director of Adult Education

__________________________________________________________  Date

Vice President for Student and Outreach Services

__________________________________________________________  Date

President

Job description developed: 2009
Reviewed: June 28, 2010, by Diana Hall
Prepared by: