Purpose:

TEAMS/Adult Education Student Retention Specialist is responsible for the overall management of the state mandated information system entitled Texas Educating Adults Management System (TEAMS). This position is responsible for supervising data entry assistants to ensure all program data is collected, organized, and entered into the system by state reporting deadlines, which is critical for program accountability and funding. In addition, this position will assist the Director of Adult Education with program management, student-centered recruitment and retention activities, grant writing, and instructional strategies necessary for program effectiveness and compliance purposes. This position is responsible for collaborating and networking with other adult education entities for program effectiveness and accountability.

Major Responsibilities:

- Oversee the management and operation of TEAMS management information system.

- Supervise and monitor TEAMS data assistants to ensure all program data is collected, organized, and entered in an efficient and timely manner for reporting and compliance purposes.

- Serve as liaison between the Director and the Texas Education Agency (TEA)/Texas LEARNS TEAMS administrator as it relates to data management.

- Maintain knowledge of grant performance indicators to ensure program objectives are being met through the management of TEAMS.

- Conduct mid-year and end-of-the year student performance reviews with teachers and staff based on the compliance results from TEAMS and the statewide Adult Education Guidance Information System (AEGIS).

- Attend local, state, and national conferences and trainings to stay abreast of the current developments in data management, instructional strategies, and recruitment and retention policies and procedures.
• Conduct pre-service training for new adult education teachers and staff on adult education policies and procedures.

• Conduct site visits to ensure teachers and staff are current and in compliance with state and federal instructional regulations and practices as mandated by grant funding agencies.

• Conduct quarterly meetings with secretarial staff to ensure clerical needs are addressed and discuss issues that pertain to data management and program effectiveness.

• Teach adult education and workforce related courses when needed.

• Collaborate and network with other local and state adult education programs to identify recruitment and retention strategies needed for program effectiveness and accountability.

• Assist Director with grant writing activities needed to support adult education efforts.

• Assist Director with hiring adult education teachers and staff.

• Assist the Director with planning and implementing professional development activities for teachers and staff based on state and federal initiatives.

• Assist Director in preparing departmental reports required by TEA, Texas LEARNS, East Texas Council of Government, Texas Workforce Commission and other funding agencies.

• Stay abreast of adult education local and statewide initiatives including content standards and benchmarks and assessment policies and procedures.

• Coordinate special student-centered activities and programs (e.g., GED Recruitment and Orientation Day, GED Graduation, etc.) that are geared to assist with program retention and transitional efforts to higher education.

• Serve on various committees and boards on the local and state level as it relates to adult education.

• Perform other duties as assigned by Director of Adult Education.

Position Characteristics:

This position requires extensive training in the management and operation of the TEAMS management information system and background knowledge of the Adult Education Program critical for program accountability, funding, and quality. This position must stay abreast of the TEA reporting deadlines to ensure TEAMS assistants enter data in an efficient and timely manner. The individual in this capacity must exhibit the ability to work independently and maintain confidentiality in handling highly sensitive data. The individual in this position must be able to communicate effectively with the program director, coordinators, adult education teachers and staff, and TEA/Texas LEARNS Grant Services Manager. The TEAMS/Adult Education Student Retention Specialist
must possess superior planning and supervisory skills and possess a high degree of initiative and creativity in developing various programs. Moreover, this position must have knowledge of grant performance indicator requirements and guidelines that address student retention, demonstrated gains, completion levels, and follow-up issues as outlined in all TEA grant applications.

**Qualifications and Experience:**

- Bachelor’s degree required. Master’s degree preferred.
- Three years of successful full-time work experience in adult education and TEAMS data management.
- Must be able to communicate effectively orally and in writing; have strong interpersonal skills and the ability to collaborate with diverse individuals, and good organizational and problem-solving skills.
- Must be knowledgeable in current recruitment and retention methods and have the ability to develop recruitment and retention plans for teachers.
- Ability to train and supervise data entry personnel.
- Ability to coordinate student and teacher-centered activities
- Ability to set priorities, manage multiple demands, and solve problems in a team environment.
- High level of initiative, organization, and attention to detail.

**SIGNATURES:**

______________________________  Date

Director of Adult Education

______________________________  Date

Associate Dean for Outreach Services

______________________________  Date

Vice President for Student and Outreach Services

______________________________  Date

President

Job Description developed: January 2007

Preparer: Sue Barker