NORTHEAST TEXAS COMMUNITY COLLEGE

JOB DESCRIPTION

TEAMS Assistant

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

Job Status: Full Time
Reports To: TEAMS Adult Ed Retention Specialist
Amount of Travel Required: As needed
Positions Supervised:
Contract Length: 12 months

Purpose

Texas Educating Adults Management System (TEAMS) Assistant is responsible for assisting the TEAMS/Adult Education Student Retention Specialist with the management and operation of the TEAMS system for the Northeast Texas Community College Adult Education Program. This position ensures that all student data is entered into the Texas Education Agency (TEA) Management Information System. In addition, this position is responsible for monitoring student data on a daily basis, which is critical for program accountability and funding. This position is responsible for collaborating with the TEAMS/Adult Education Retention Specialist and reviewing the TEAMS administrator’s memo to stay abreast of implementations and/or changes to the TEAMS system.

Major Responsibilities

- Assist with the management and operation of the TEAMS management information system.
  - Collect, organize, and input all statistical student data for approximately 25 adult education sites, which include student demographics, profile, class registration, contact hours, baseline and progress assessment, outcomes, gains, and separation and achievement information as mandated by TEA.
  - Stay abreast of TEA/Texas LEARNS reporting deadlines to ensure data is collected and entered in an efficient and timely manner.
  - Monitor student data for accuracy and completeness on a daily basis and verify that adequate and appropriate data is submitted from adult education teachers and staff.
  - Monitor students who are not in compliance with minimum program hours and who do not demonstrate gain and notify TEAMS/Adult Education Retention Specialist and teachers to address program retention issue.
• Assist TEAMS/Adult Education Retention Specialist with program recruitment and retention activities.

• Collaborate with TEAMS/Adult Education Retention Specialist and attend meetings to stay abreast of implementations and/or changes to the TEAMS system.

• Generate monthly statistical reports for each program site reflecting student contact hours, outcomes, and gains.

• Maintain a highly secure location for all student records as mandated by TEA.

• Maintain confidentiality in handling highly sensitive student information as mandated by TEA.

• Participate in professional development trainings on issues related to TEAMS system.

• Review, analyze, and verify all student data prior to Director submitting quarterly data sign-off to Texas LEARNS.

• Perform other duties as assigned by TEAMS/Adult Education Student Retention Specialist.

Program 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 and ensure student data is submitted and entered 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 student and staff data at all times. The individual in this position must be able to communicate effectively with the program director, student retention specialist, and adult education teachers and staff. The TEAMS Assistant must possess the ability to analyze student data and report any findings to the TEAMS/Adult Education Student Retention Specialist. 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

Associate’s degree required with 2 years experience in a position that demonstrates knowledge of complex database creation and maintenance in a network system environment. The person in this position must possess the ability to work independently. This position requires a strong knowledge of database creation, maintenance and manipulation. Experience in spreadsheet application such as Excel and of word processing applications such as MS Word are critical to this position. Strong working knowledge of various operating systems is imperative. Familiarity with Internet (e-mail and web access) is required.

The individual in this position must exhibit the ability to assist with program related data problems and data related questions from teachers and staff. He/she must possess exceptional
written and verbal communicative skills. The ability to work with teachers and staff in data training information, to maintain confidentiality and work as a member of the adult education team is critical for this position.

Signatures

_____________________________________________  ____________________
TEAMS Assistant                                Date

_____________________________________________  ____________________
TEAMS/Adult Education Student Retention Specialist Date

_____________________________________________  ____________________
Director of Adult Education                     Date

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Associate Dean for Outreach Services             Date

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Vice President for Student and Outreach Services Date

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President                                     Date

Developed: June 08
Prepared by: Fredia Thomas