

JOB DESCRIPTION



Position Title: Adult Education Instructor / Student Success Coordinator

Department: Adult Education

Employment Category: Adult Ed Instructor

Primary Location: District-wide
Based on Sierra Vista Campus

FLSA Classification: Exempt
Remote Work Eligible: No

Parameters: Full-Time; 10 Months/Year

Pay Grade: AE01 Bachelor

Position Summary: The Adult Education Instructor / Student Success Coordinator is responsible for promoting and delivering a positive, complete, and successful learning experience for students and, in turn, increasing student retention and success and for teaching assigned content area and career-focused courses district-wide, developing and presenting a comprehensive orientation program to motivate and engage new students, helping students with goal setting and providing continuous communication and follow-up, and referring students to appropriate college or community resources as deemed appropriate.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of College policies and procedures, this position:

Teaches high school equivalency preparation and career focused courses in accordance with the college's workload policy; maintains written instructional standards; facilitates instruction using alternative delivery methods as needed; informs students in writing of instructional standards; monitors student attendance; communicates performance issues with students and works towards resolution; posts and maintains office hours; participates in the assessment of student learning outcomes; establishes, maintains and submits accurate student and instructional records in a timely manner; resolves issues relevant to area of responsibility and scope of authority

Develops, teaches and oversees student orientation; schedules orientations at all four centers; assigns teacher roles; constantly evaluates and revises orientation to assure new students a positive, motivating experience that leads to successful completion of the program

Provides direct student support in the areas of setting goals, identifying and overcoming potential obstacles; problem solves with students and instructors to solve issues that arise in the areas of attendance, attitude, academics, persistence, transition to college or career; monitors student progress toward goals; coordinate and refers students to services that address social, economic, educational barriers; meets with students to provide transition services

Develops relationships with college and other training providers to stay abreast of community needs and college programs in order to provide students with up-to-date and accurate information; establishes and maintains effective working partnerships with key stakeholders; builds rapport and trust with students to support successful goal completion; assists with student recruitment by presenting to community groups

Monitors student attainment of GED certificate, employment, and transition to post-secondary education goals; maintains advising log or case management files to track issues and outcomes of advising sessions; maintains student portfolios with appropriate documentation

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Participates in Adult Education course scheduling, department, division and college meetings; collaborates with other instructors in assessment of teaching strategies and the effectiveness of the instructional program to help promote a culture of continuous improvement; serves on college committees as assigned

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Bachelor's degree in education, counseling, psychology or related field from an institution accredited by an institutional accrediting body of higher education recognized by the US Department of Education

Two years' experience providing instruction and/or counseling to adult learners in a higher education setting

Demonstrated skills as workshop presenter and/or motivational speaker

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered

Preferred Qualifications:

Master's degree in education, counseling, psychology, or related field from an accredited institution of higher education recognized by the US Department of Education

Experience in providing transition assistance to college and careers

Experience as a workshop presenter and motivational speaker

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of Arizona Adult Education Standards and assessments

Knowledge of principles, trends, developments and new technologies affecting adult education

Knowledge of developing, implementing and evaluating curriculum and instructional approaches

Knowledge of curriculum and program development

Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Skill in instructing students from diverse cultures and/or backgrounds

Skill in using authentic assessment to evaluate students' needs and progress

Skill in integrating technology into curriculum and other educational services

Skill in teaching students to use internet and other technology applications to research careers, training, and job openings

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to engage a diverse group of students, colleagues, and stakeholders

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

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Ability to network effectively in order to forge strong stakeholder relationships that maximize recruitment efforts and facilitate transition pathways to education, training, employment opportunities
Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail
Ability to handle and run multiple projects concurrently
Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public
Ability to work independently and/or part of a team

Work Environment: Work is performed under limited supervision in a typical office and/or classroom setting with appropriate climate controls. Requires travel throughout the district. May require working evenings and weekends.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports To: Director of Adult Education

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.