

**JOB TITLE:** Adult Education & Literacy (AEL) Program Coordinator (Grant Funded)

**DEPARTMENT:** AEL

**FLSA:** Exempt

**LOCATION:** Union Campus

**LEVEL:** 202

**REPORTS TO:** Director, Adult Education and Literacy

**DATE:** 4/28/25; 7/17/23 (reclassified 7/2023)

**POSITION SUMMARY:** The Adult Education and Literacy Program Coordinator is responsible for providing program support to the AEL program by tracking student success, mentoring instructors, and supporting high school equivalency (HSE), English Language Acquisition (ELA), and integrated education and training (IET) course curriculum. The Program Coordinator provides oversight in the absence of the AEL Director and assists with monitoring, reporting, and data validation activities.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of bachelor's degree in related field and AEL Certification; and prefer two years adult education related experience. Possess or able to obtain Missouri Department of Elementary and Secondary Education (DESE) Adult Education and Literacy certification. Possess a valid Missouri driver's license and acceptable driving record.

**ESSENTIAL TASKS:** *(Employee must be able to perform the following functions to the satisfaction of the employee's supervisor.)*

- Assist the Director of AEL in the hiring process, mentoring, and training of new instructors
- Assist the Director of AEL with development, implementation, and monitoring of operations, goals, objectives, and processes of the adult education program in compliance with DESE policy and procedures
- Supervise daily operations of the adult education program in the absence of the Director
- Manage the assessment process including teacher training, scheduling, scoring, data entry, and reports
- Create and maintain student information records and maintain databases, work with confidential information
- Prepare and manage records for reporting of student hours daily
- Prepare outline of instructional programs, lesson plans, and establish course goals
- Assist in the selection and implementation of course curriculum for high school equivalency, English language, and IET classes
- Distribute student surveys according to current processes and procedures, report any results with relevant impact on processes and procedures
- Attend DESE training, and other meetings as requested
- Update curriculum in Canvas class sites
- Maintain appropriate records for the program, student progress, and additional records as needed
- Coordinate equipment status and repair, including updates of DRC testing or LMS software
- Coordinate with the AEL Volunteer and Orientation specialist to assist with volunteer placement and student orientation.
- Assist students and instructors with instructional computer assisted programs and computer access issues.
- Work collaboratively with WIOA partners to help fund student HSE fees and transition to postsecondary: Jefferson Franklin Consortium, Central Workforce Board, East Central Area Literacy Council, local industry and educational institutions.
- Assist students with referrals to WIOA and other agencies for transition to postsecondary education and training; Document as required for reporting
- Initiate, process and track departmental forms such as purchase orders, personnel requisitions, travel authorization forms, supply requisitions, printing requests, travel expense reimbursement vouchers
- Assist in planning and coordinating the HiSET Graduation Ceremony with invitations and RSVP for students, program development and printing, room reservations and supplies, and other related duties
- Receive, interpret, and communicate information pertinent to the assigned unit's operation from and to various departments, agencies, and constituencies as necessary
- Represent the AEL program as needed to partner institutions, local industry and community organizations.
- Ability to travel to off-campus sites
- Participate on College committees and professional organizations as appropriate
- Maintain certification by participating in required annual professional development training for recertification
- Evening and weekend hours required

- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
- Perform assigned responsibilities, other related duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of college and department policies, procedures, and practices with the ability to answer work related questions; knowledge of the Family Educational Rights and Privacy Act (FERPA), Title II of the Adult Education and Family Literacy Act, Title VII, Title IX, ADA and other applicable laws pertaining to employment and education; ability to work with Microsoft Office, including but not limited to, Excel, Forms, and Share Point, and other tech skills including Zoom; ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines; excellent organizational, analytical and planning skills; strong interpersonal skills, including ability to relate to a variety of people in different age groups; ability to participate as a team member; ability to understand and interpret rules and regulations, and ability to adjust to change; ability to handle confidential material judiciously; ability to manage multiple projects; broad knowledge of teaching strategies and learning styles; ability to perform all essential functions using safe work methods and following safety regulations relating to job.

**LEADERSHIP and COMMUNICATION SKILLS:** Ability to respond meaningfully to the needs of individuals with respect and sensitivity; excellent customer service skills; ability to communicate effectively with a diverse workforce, student population and individuals with disabilities; ability to exchange ideas, facts, information, and opinions effectively and accurately with others; ability to give instructions or assignments to others; arrive at decisions, develop conclusions, or develop solutions; ability to prioritize and delegate projects; ability to meet timelines and follow-through; ability to present materials effectively to individual students or groups; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; demonstrate ethical conduct and professionalism; ability to direct, manage or lead others; establish and maintain effective and collaborative working relationships with faculty, staff, other departments, students, and the public; may develop and administer operational programs and responsible for short-term and long-term planning; comply and enforce policies, procedures, and instructions.

**DECISION-MAKING and ANALYTICAL SKILLS:** Ability to make administrative and procedural decisions; ability to use independent judgment and discretion; ability to interpret policy and establish methods and procedures; ability to analyze situations accurately and effectively problem solve; ability to mediate conflict and resolve effectively; ability to determine work procedures, assign duties, promote efficiency; develop and maintain budget; collaborate with relevant leadership regarding strategic planning, marketing, and process improvements.

**EQUIPMENT AND SOFTWARE:** Utilize current College and/or department information technology equipment, software and programs; standard office equipment and department specific equipment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**Environment:** Work is performed primarily in a standard classroom and/or office setting with frequent interruptions and distractions; will require flexible schedule to work evenings and/or weekends; available to travel to participate in meetings, conferences, and other activities related to the position duties.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a classroom setting; to stand or sit for prolonged periods of time; to regularly stoop, bend, kneel, reach; to lift, carry, push, and/or pull light to moderate amounts of weight;

**POSITIONS SUPERVISED:** None

**SIGNATURES:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

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Employee Signature/Date

**NOTICE OF NON-DISCRIMINATION:** *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*