

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Adult Learning/Testing Educator (T70)	Job Family: 04
Department: Career and Technical Education	Lane Placement: 11
Supervisor's Title: Coordinator	Contract: 184 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Department Approval: <u>Laura J. Johnson</u>	Date: <u>07/28/16</u>
ADA Review: <u>Janele Martin</u>	Date: <u>12.5.16</u>
Human Resource Approval: <u>Byrd King</u>	Date: <u>07-28-16</u>
Superintendent Approval: <u>Johnson</u>	Date: <u>1/5/17</u>
Original date: <u>01/10</u> Revised: <u>07/16</u> Revised: _____	Revised: _____

GENERAL FUNCTION

Under direction of the program coordinator, the **Adult Learning/Testing Educator** is responsible for coordinating and facilitating student orientation, registration, and testing processes for all District Adult Education programs (e.g., Adult Basic Education, Adult High School Completion, English for Speakers of Other Languages, General Education Diploma, etc.). Provides student assessments and makes recommendations to students on program selections.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Coordinate and facilitate student orientation, registration, and testing processes for all District Adult Education programs (e.g., Adult Basic Education, Adult High School Completion, English for Speakers of Other Languages, General Education Diploma, etc.).
- Provide, schedule and proctor student assessments for proper placement and make recommendations to students on program selections. Track and monitor individual student level gains testing. Enter student outcomes in test tracking system.
- Promote adult education programs and activities by outlining courses available on-site and/or on-line.
- Coordinate student enrollment and publicity by recruiting students from high schools, counselor recommendations, Utah Workforce Services and other businesses.
- Maintain the Learning Center and on-line program and provide instruction on various subjects.
- Develop adult education curriculum under the direction of the adult education coordinator and teachers. Maintain curriculum packets with current and applicable curriculum.
- Facilitate student Orientation/Registration classes when students come to register on-site.
- Input data for student testing, earned credit and contact hours into state Adult Education database system.
- Assist in preparing audit documentation for state audits.
- Maintain and track student paperwork including enrollment, credits, testing, contact, transcripts, and graduation.
- Provide ESL and TABE (Testing Adult Basic Education) training to other District testers, as needed.
- Provide tutor assistance as needed.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Position requires a Bachelor's degree in education, business, or related field PLUS three (3) years of successful experience in teaching Adult Education courses or related experience or an equivalent combination of education and experience.
- Experience working with assessment testing, including Tests of Adult Basic Education (TABE) or Basic English Skills Test (BEST) preferred.
- Knowledge of UTopia system highly preferred.
- Ability to give precise instructions to teachers and adult students regarding adult education graduation requirements.
- Requires demonstrated computer skills in Excel, Word, and PowerPoint.
- Requires an understanding of the needs of special education students.
- Experience assessing and reporting level gains a plus.
- Experience writing and implementing adult curriculum preferred.
- Requires professional image, teaming and interpersonal communication skills.
- Ability to work positively with adult students.
- Must be self-motivated and proactive in completing tasks with minimal direction.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment (e.g. computer, copy machines)

Physical Requirements – Not limited to the following:

- Constant sitting, keyboard/mouse use and near vision.
- Occasional lifting from floor to waste up to 20 pounds and carrying up to 20 pounds.
- Occasional driving a personal vehicle, standing and walking.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.