

# **Coordinator of Adult Basic Education and Career-Technical Population At-Risk Monitor**

## **Job Description**

### Qualifications:

1. Education: Hold a valid West Virginia teaching certificate as set forth by the West Virginia State Board of Education in Minimum Standards for Licensure of West Virginia School Personnel.
2. Ability to work amiably with people of all educational and socioeconomic backgrounds.
3. Ability to plan, organize, and teach adult education classes.
4. Ability to adapt work schedule to the needs of students.
5. Ability to select, administer, and evaluate ability and interest evaluation instruments.

Immediate Supervisor: Director of Secondary Education

### Duties and Responsibilities:

1. Implement his/her program of study.
2. Foster a climate conducive to learning.
3. Utilize an instructional management system that increases student learning and maximizes time on tasks.
4. Monitor student progress toward learning outcomes.
5. Maintain and upgrade his/her professional skills.
6. Promote and maintain positive student-teacher relationships.
7. Maintain professional work habits.
8. Establish good public and employee relations.
9. Coordinate and teach adult basic and other adult education classes, including GED option classes, as assigned by the director of secondary education.
10. Confer with parents and teachers regarding the development needs of individual vocational students.
11. Provide leadership in planning and implementing career development experiences.
12. Coordinate, based on student assessments/needs, the referral of vocational students for school and community services.
13. Complete required reports within established time lines.
14. Conduct follow-up studies as requested.
15. Collect and maintain student data.
16. Complete eight (8) hours pre-service training as required by the West Virginia Department of Education.
17. Complete six (6) hours in-service training annually as required by the West Virginia Department of Education.
18. Job shadow experienced ABE teachers as directed by supervisor.
19. Use available technology in the implementation of the program.
20. Perform other job-related duties as assigned by the director of secondary schools.