

## Job Description

**Job Title:** Adult Basic Education Coordinator

**Supervisor:** Regional Specialist

**Job Classification:** Non-Exempt

**Hourly Rate:** \$32

**Position is non-contracted, part-time up to 29 hours weekly, and grant funded**

### **Job Summary**

The Adult Basic Education (ABE) Coordinator is responsible for implementing, and monitoring the Newport News Adult Education Program's ABE and GED classes, family literacy program and tracking students who participate in the credit recovery and National External Diploma programs for adult learners. The ABE Coordinator will monitor instructors and work to support curriculum that is appropriate for adult learners working toward a secondary and in demand occupational credentials.

### **Essential Duties**

1. Plan, implement, and monitor instructional activities for Newport News ABE/GED classes of adult learners.
2. Plan, implement and monitor the instructional activities for the Family Literacy program.
3. Oversee and assist with program registration, assessments and data entry.
4. Maintain monthly reports.
5. Monitor instructors in curriculum and assessment practices in accordance with vendor guidelines and VDOE policies.
6. Maintain accurate data and student records using the VDOE Adult Student Profile Document (ASPD).
7. Participates in staff development activities, staff meetings and curriculum development activities as required or assigned.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Performs any other related duties as assigned by the Regional Specialist or other appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

A Bachelor's or Master's degree in education or a related field. Experience teaching adult students is preferred. Must possess the ability to communicate effectively, both orally and in writing. Must possess excellent organizational, planning, and human relations skills. Must have the ability to establish and maintain effective working relationships with adult learners, specialists, program managers, school administration, and business/community partner agencies. Individual must possess knowledge of content, curriculum, methods, materials, and equipment appropriate for instructing adult learners in obtaining a GED®, or other high school equivalencies (HSE). Must demonstrate a commitment and ability to serve a diverse community, including low-income families and English language learners. Self-motivated and able to work at a standalone satellite site. Possess working skills in the use of technology to deliver Distance Education instruction, communicate via e-mail and teach basic computer skills to the adult learner.

### **Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully

perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** ABE/GED instructors

**Supervision Received:** Regional Specialist

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Adult Basic Education Coordinator will be required to follow any other instructions and to perform any other related duties as assigned by the Regional Specialist or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

10/2021 CR