



Job Description for (ABE Coordinator)

Description / Job Summary

Overview of position: The ABE Program Coordinator is responsible for meeting the needs of basic skills students through planning, coordinating, implementing, evaluating, and reporting on program activities and collaboration with college staff, faculty and community partners

Responsibilities / Duties

Responsibilities:

1. Ensure that measurable marketing, recruitment, and retention activities are met for assigned sites and the Program
2. Ensure that measurable enrollment activities are met for the assigned sites and overall program
3. Supervise and evaluate effectiveness of instructional staff in concert with Instructional Specialist
4. Assist the Director with collecting and analyzing data and preparing reports
5. Ensure measurable times are met for submission of registration forms, learner enrollment forms, update forms, and related student documents
6. Ensure measurable times are met for registration and placement testing for new and returning students
7. Submit reports on attendance, participation, and program activity to client and BCCC as required by the program contract
8. Conduct student assessments (pre and post) and registration for assigned sites
9. Support instructional program activity, including scheduling of classrooms, maintaining program records; delivering instructional supplies to each class site, creating master schedules and faculty contracts, and submitting faculty timesheets
10. Assist the Instructional Specialist with coordinating faculty assignments
11. Assist with coordinating College Link activities and employment preparation activities
12. Develop community partnerships, funding opportunities, and grant proposals
13. Create MOUs/MOAs and service proposals for potential clients
14. Teach when a substitute teacher is not available
15. Perform other duties as assigned

Employees in this classification receive supervision from the Director of Adult Basic Education

Qualifications

Required

Minimum Qualifications:

1. Bachelor's degree in Education or related field; Master's degree preferred
2. Minimum of five (5) years of experience in educational program management or supervision
3. Minimum of two (2) years of classroom instruction (experience in adult education preferred).
4. Two (2) years' experience in adult education or a higher education setting.

To apply, go to <http://bccc.balancetrak.com/2017034>.

education preferred)

5. Two (2) years of experience in adult education or higher education setting