

Red Wing Public Schools Position Description

ABE Intake Advisor

General Information

Department:	Community Education and Recreation
Unit:	Non-Classified Personnel
Immediate Supervisor:	ABE and GED Testing Coordinator
Grade Placement:	15
FLSA Status:	Exempt

Position Summary

The Adult Basic Education (ABE) Intake Advisor serves as the primary contact for new ABE enrollees and for inquiries regarding the program. The Intake Advisor interviews potential new learners, addresses concerns and questions, provides new enrollees orientation and continued follow-up support for participants, and tracks participant progress after participants exit the program.

Essential Duties and Responsibilities

1.	Provides intake, evaluation, referral, placement and support for adult learners in the HVABE program.
2.	Follows up on all student/ABE participant referrals. Follow-up with new students once placed on a regular basis until the adult learner has exited the program.
3.	Schedules and conducts orientation and intake sessions for all new and returning students for the ABE consortium, as needed.
4.	Completes new student pre-assessments and set goals. Prepares and completes the first phase of the individual learning plan for each new learner.
5.	Collaborates with all ABE instructors and staff regarding new students.
6.	Completes all student data reports (for example, reports showing contact hours, enrollment and goals/plans achieved) and submits data to the Data Accountability Specialist.
7.	Prepares reports for the consortium members as directed by the Director.
8.	Administers required assessments.

9.	Assists in program design. Assists in the coordination or program outreach, publicity, program promotion and recruitment activities.
10.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education / Training: 4 years of college

Degree Information: Bachelor's Degree

Major Field of Study or Degree Emphasis: Education and relevant subject area(s).

Required Work Experience: None

Licenses / Certifications Required:

- Licensed as a teacher in Minnesota in the applicable subject area(s).
- Valid driver's license in Minnesota

Essential Knowledge Required to Perform the Essential Functions of the Position

- Teaching principles, practices, techniques and approaches.
- Current ABE core content areas.
- ABE local and state policies and procedures.
- Current trends, theories and technologies pertaining to adult learning and instruction.
- GED standards and requirements.
- Fundamentals of cultural differences and their impact on learning.
- Assessment procedures, techniques, and evaluation methods.
- Basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases).
- Instructional technologies, instructional platforms, and software, equipment, tools and devices used presenting instruction, documenting assessments, student progress or other administrative requirements.

Essential Skills Required to Perform the Work

- Planning and developing individual learner plans and goals.
- Planning, developing implementing and coordinating skills.
- Applying communication strategies to the level of an adult learner.
- Applying judgment and discretion in handling problems and issues in accordance with the policies and procedures of the ABE program.
- Using computers, program software and applications and general office equipment.
- Utilizing presentational software and making presentations.
- Records management activities.
- Ability to deal effectively and appropriately with adults, staff and other educational professionals over instructional needs, concerns or problems of the adult learner and in accordance with program policies and procedures.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand			X	
Walk		X		
Sit		X		
Use hands to finger, handle or feel			X	
Reach with hands arms		X		
Climb or balance	X			
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds			X	
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks.

Classification History and Approval

Created: 2/2015 by Bjorklund Compensation Consulting

Revised: 4/15/16