

# Red Wing Public Schools Position Description

## Adult Basic Education Coordinator

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### General Information

Department: Community Education and Recreation  
Unit: Non-Classified Personnel  
Immediate Supervisor: Director of Community Education and Recreation  
Grade / Point Placement: 19 / 855  
FLSA Status: Exempt

### Position Summary

The Adult Basic Education (ABE) Coordinator is responsible for planning, developing, and coordinating the delivery of adult basic education services for the Hiawatha Valley ABE consortium.

### Essential Duties and Responsibilities

1.	<p>Monitors adult education instructional programs and GED Testing Center. Ensures ABE instructors have the required licenses, proper tools, training and direction for providing instruction. Assists the Director with the selection and monitoring of program personnel.</p> <ul style="list-style-type: none"><li>a) Oversees and supervises the performance, staffing work plans and program objectives of the ABE program.</li><li>b) Oversees the development of curricula needed to accomplish program goals and develops curriculum, as necessary.</li><li>c) Coordinates staff development activities.</li><li>d) Gives teaching assignments to ABE staff.</li></ul>
2.	<p>Plans, develops and implements appropriate services and activities.</p> <ul style="list-style-type: none"><li>a) Plans and establishes class schedules.</li><li>b) Plans instruction in appropriate training area.</li><li>c) Consults with and collaborates with local businesses and colleges to develop training programs.</li><li>d) Develops adult education annual plans, goals and objectives of the local program. Submits plans to the State of MN for approval.</li><li>e) Develops, recommends and implements procedures and policies related to program state and federal regulations.</li><li>f) Coordinates, schedules and formulates ABE programs throughout the community with Consortium member districts, Workforce Development, Inc., Goodhue County Adult Detention Center, work-based project sites, public libraries, schools and local colleges.</li></ul>

3.	Assists in monitoring the ABE budget. Prepares and maintains files and reports regarding programs, enrollments and services provided. Upon approval by the Director, purchases supplies, equipment and materials.
4.	Maintains student records to measure student performance, progress and achievements in the program. Assists in the development of individual educational and vocational plans for students. Oversees data input and maintenance of the student database system.
5.	Receives and replies to requests for information regarding ABE programs and services.
6.	Prepares grant applications and state funding applications.
7.	Serves as a liaison between teachers and district administrators and professional staff regarding programs. Serves as a liaison between the district/HVABE and local businesses, workforce centers and technical colleges regarding basic skills and vocational training programs.
8.	Assists in program design and implementation activities.
9.	Enters data into the student database system, prepares reports, responds to GED transcript requests, and/or communicates with all HVABE staff regarding program inquiries, collaboration meetings and consortium partners.
10.	Assists in program design; outreach, publicity, program promotion and recruitment activities.
11.	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 instructional subject area(s)

Required Work Experience: Minimum of 1 year of teaching experience working with adult learners

Licenses / Certifications Required:

- Valid driver's license in Minnesota
- MN teaching license

## **Essential Knowledge Required to Perform the Essential Functions of the Position**

- Teaching principles, practices, techniques and approaches.
- Hiawatha Valley ABE programs and core content requirements.
- Current trends, theories and technologies pertaining to learning and instruction.
- Grant funding sources, requirement and procedures.
- District/HVABE program policies, procedures and administrative guidelines.
- Fundamentals of educational administration and management.
- GED standards, requirements and testing procedures.
- Fundamentals and general knowledge of cultural differences and their impact on learning.
- Assessment procedures, techniques, and evaluation methods.
- Subject material, concepts and issues related to reading, writing, mathematics and language level of learners.
- Basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases).
- Instructional technologies and software, equipment, tools and devices used presenting instruction, documenting assessments, student progress or other classroom administrative requirements.
- Community resources (e.g. local businesses, colleges, workforce centers, etc.).

## **Essential Skills Required to Perform the Work**

- Skilled in planning and developing lesson plans consistent with the skill level of adult learners from beginning to advanced.
- Skilled in presenting complex materials and concepts in an understandable appropriate manner.
- Skilled in administering assessment tools, assessing and evaluating learner performance and needs.
- Supervising, delegating, evaluating, monitoring and coordinating the activities of program personnel.
- Monitoring program budget(s).
- Administering assessment tools and conducting assessment training.
- Human relation and public relation skills.
- Ability to problem solve, handle problems and issues in accordance with program and district policies, procedures, rules or requirements.
- Skilled in leading group processes/discussions, utilizing a variety of instruction aids and technologies.
- Ability to write reports, lesson plans, learning objectives, tests, and assists in writing and reviewing curriculum using and applying professional/technical concepts, principles and terminology.
- Ability to learn and utilize computers and district related software.
- Ability to deal effectively and appropriately with adults, staff and other educational professionals over instructional needs, concerns or problems of the adult learner.
- Dealing with adults, learning, family members, administrators and other educational professionals over learner issues, needs and concerns. Interactions require persuasion, instruction and working with others to gain cooperation and understanding of educational issues/needs.

## 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 25 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
<b>Physical Activities</b>				
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			
<b>Lifting / Forcing Exerted</b>				
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 : 6/2014 by Bjorklund Compensation Consulting

Last Banded: 10/4/2020

Last Revised: 10/14/2020