

JEFFERSON COUNTY SCHOOL DISTRICT

Job Description



INTAKE SPECIALIST, ADULT BASIC EDUCATION

QUALIFICATIONS:

1. Associate's degree from an accredited educational institution, or three (3) years administrative experience.
2. Two (2) or more years of adult education teaching experience preferred.
3. Computer literate.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read, and understand Adult Education and Pre-General Education Development (GED) Preparation Curriculum Frameworks. Ability to relate to a cross-section of people on a professional and personal basis. Ability to work with community agencies. Ability to maintain confidentiality. Ability to deal effectively and courteously with adults, students, parents and the public. Knowledge of programs and agencies providing services to adults. Evidence of prior work with adults and/or struggling students preferred. Must be compassionate and flexible. Good organizational skills. Good oral and written communication skills.

REPORTS TO:

Adult School Principal

JOB GOAL

To support Adult Education Program goals of basic education to enable the student to become a productive and successful community member.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Develop policies and procedures for collection of intake data.
2. Process student registrations.
3. Identify appropriate placement into adult education courses.
4. Collect tuition and fees.
5. Communicate effectively about postsecondary and career options.
6. Provide test administrator(s) as needed
7. Provide basic data collection and quality assurance.

Inter / Intra-agency Communication and Delivery

1. Assist public by answering routine questions, scheduling appointments and completing forms.
2. Answer the telephone in a courteous and professional manner.
3. Communicate effectively with public, co-workers, school personnel and administration.
4. Respond to inquiries and concerns in a timely manner.
5. Keep supervisor informed of potential problems or unusual events.
6. Serve as liaison between adults and school personnel.
7. Collaborate with outside agencies to obtain necessary Adult Education Services.

Employee Qualities / Responsibilities

1. Demonstrate initiative in the performance of assigned responsibilities.

Developed 8/30/2017

TEACHER, ADULT BASIC EDUCATION (Continued)

2. Model and maintain high ethical standards.
3. Follow attendance, punctuality and proper dress rules.
4. Maintain confidentiality.
5. Demonstrate organizational skills by performing many tasks simultaneously.
6. Maintain positive relationships with co-workers, school personnel, parents and administration.
7. Participate in workshops and training sessions to keep up-to-date and enhance skills and knowledge.
8. Complete assignments with little or no supervision.

System Support

1. Assist schools and other departments as assigned.
2. Prepare all required reports and maintain all appropriate records.
3. Demonstrate support for adult education and school district goals and objectives.
4. Follow all School Board policies and school policies and procedures.
5. Exhibit the interpersonal skills necessary as an effective team member.
6. Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

The district shall pay salary and benefits consistent with the approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

The employee's supervisor will evaluate the performance of this job in accordance with provisions of the Board's policy on evaluation of personnel.