



EWC

Job Description

Position Duties & Responsibilities

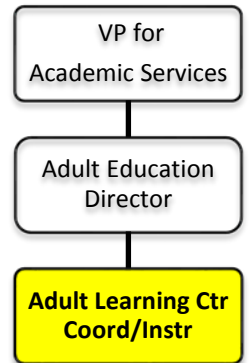
Job Title:	Adult Learning Center Coord/Instr	Classification:	Academic Coordinator
Department:	Adult Education (Academic Services)	Duration:	9 months
Primary Location:	Douglas, WY	FLSA Status:	Exempt
Position Number:	324	DBM/Level:	C41

Job Summary: *Brief narrative that highlights the general characteristics of the position, or a general overview.*

The Adult Learning Center Coordinator/Instructor is a benefitted, partial-time, 24-30 hours weekly, federal grant-funded, and Professional staff categorized position located at the College’s Douglas Campus. The position is appointed to work 9 months annually from September through May each state fiscal year. The Adult Learning Center Coord/Instr is responsible for recruitment and intake processing of Converse County Adult Education (AE) students. Other primary tasks within AE include career counseling, instruction and testing, disability services assistance, workforce pre-employment training workshops, and assist the AE Director as needed. This position’s typical workweek is Monday through Friday, 8:00 am - 5:00 pm and an occasional evening from 5:00 pm - 8:00 pm. While the primary duty location is the Douglas Campus, the position does include weekly travel to and work at EWC’s Glenrock site. Summer season (June - August) hours may be available, are optional, and if needed are paid under a separate employment authorization.

Organizational Relationship: *Title of position’s supervisor and, if applicable, title(s) of employee(s) supervised by this position.*

The Adult Learning Center Coordinator/Instructor is supervised by the AE Director and receives annual performance evaluations after the conclusion of a one year Probationary Period. The second level supervisor is the Vice President for Academic Services. The supervisory chain is depicted at right.



The Adult Learning Center Coordinator/Instructor does not formally supervise or evaluate any EWC full or part-time employees. The position does monitor AE students and may supervise EWC-enrolled work study students.

Education and Experience Requirements: *What is the minimum level of education and experience necessary to perform the job, as recommended by the department?*

Minimum Qualifications:

- Bachelor’s degree in Education or related field
- Three years full-time teaching/tutoring experience (or equivalent) at secondary level or higher
- Proficiency with computers, databases, and common software applications to include Microsoft Word, Outlook, Power Point, and Excel
- Effective written and verbal communications and proofreading
- Demonstrated talent to organize, arrange, and prioritize in a busy office environment
- Professional demeanor, positive attitude, and team-player mindset
- Able to work independently
- Current and valid state-issued Driver License

Preferred Qualifications:

- Master’s degree in Education or related field
- Two years previous full-time teaching/tutoring experience in Adult Education
- One year administrative, office support, and/or general clerical experience
- Experience using Colleague UI by Ellucian

Essential Functions/Duties: *(to perform successfully in this position, an individual must be able to perform essential duties satisfactorily as well as possess education/experience, employ the knowledge, skills, and abilities as listed in representative fashion; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions – this position is **EXEMPT**, i.e., not eligible for compensatory or overtime pay provisions of the FLSA. This listing of essential duties is not all-inclusive, but representative, other duties may be assigned).*

- Conduct training of all Start Smart courses for Converse County AE students
- Provide standards based instruction in reading, writing, mathematics, science, social studies, and computer literacy utilizing college and career readiness standards which integrate Career Pathways methodologies
- Administer various tests and assessments as appropriate or needed; examples include Test of Adult Basic Education (TABE) as a pre-test and post-test, Official Practice Test (OPT), and BEST testing for English Language Acquisition (ELA) students
- Recruit and register students into Wyoming State approved AE programs of study
- Assist in the collection, compilation, completion, and submission of mandated forms and reports of all data collection requirements related to EWC's AE Program
- Teach students in other areas of AE program instruction if necessary; examples include English as a Second Language (ESL), workplace readiness, pre-employment training, and Bridging students into post-secondary education
- Conduct AE student disability screenings utilizing the College's engagement, screening, and intervention system (currently PowerPath); advocate for students who need accommodations
- Provide career counseling services
- Maintain an organized record system which includes student records
- Attend regional, state, and national training as appropriate
- Perform all other duties as assigned of a similar nature or level
- Complete yearly professional development assignments

Knowledge, Skills, and Abilities (KSA): *These are the requirements for an employee who is capable of performing the full range of essential functions of the position.*

- Knowledge, skill, and ability to arrange, schedule, and conduct meetings and activities
- General knowledge and provision of customer service principles
- Understanding of basic instruction and teaching principles and practices
- Comprehension and application of modern office procedures, methods, and equipment
- Knowledge of basic filing and record keeping principles
- Ability to communicate effectively, both orally and written, using the English language with accurate grammar and punctuation
- Skill and ability to compose routine correspondence, memos, forms, and/or other related information
- KSA to record, maintain, track, and store files
- Adept at using a computer and related software applications
- Trained skill at proofreading, editing, reviewing data for accuracy, and keyboarding
- English communication and interpersonal skills as they apply to co-workers, supervisor, students, and the general public sufficient to exchange or convey information and to receive work direction

Physical/Mental Demands & Special Requirements: *(The physical demands and work environment characteristics described herein are representative of those that must be met by an employee to successfully perform essential functions of this position and/or may be encountered while performing. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

- Exert up to 40 pounds of force infrequently, and/or up to 20 pounds of force occasionally, and/or up to 10 pounds of force regularly to lift, carry, push, pull, or move objects
- Bend, balance, reach, stand, walk, grasp, finger, feel, talk, listen/hear, see and repetitive motions
- This position generally involves sedentary work and sitting much of the time; walking and standing are required occasionally-to-frequently

- Physical exertion as noted above may be required to lift or move office supplies to/from high or low shelf positions to include the floor
- Continually balance student needs with available program and College resources
- Ability to read and understand written instructions / operating materials
- Maintain a program and student-centric perspective when performing assigned tasks
- Occasional travel within Wyoming and EWC's six-county Service Area

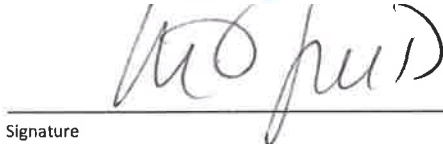
Adult Education Director:


 Signature _____ Date 6-27-18

Vice President for Academic Services:


 Signature _____ Date 6/27/18

EWC President:


 Signature _____ Date 6/27/18

NOTE: This position duties and responsibilities is an overview; it is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the College are expected to perform other tasks as assigned by their respective supervisor/manager regardless of job title or routine job duties.

HR Office Processing

PD&R Received		June 18, 2018
PD&R Reviewed		June 18-26, 2018
PD&R Approved		June 27, 2018
Position Duties & Responsibilities Effective Date		August 1, 2018
Position Number Assigned/Verified		June 19, 2018