

INSTRUCTIONAL AND STUDENT SERVICES COORDINATOR

GENERAL STATEMENT:

Program coordination and instructional leadership including student advisement and grant leadership.

REPORTS TO:

Director of Adult Education

OCCUPATIONAL GROUP:

Para-Professional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree

LICENSE OR

CERTIFICATION:

None

EXPERIENCE:

Experience teaching/training adults; experience with at-risk and immigrant populations, experience in supervision, and computer operations. Experience in business/industry.

OTHER:

Willing to work flexible hours; travel as needed; have dependable transportation. Some knowledge of the local Spanish language and population is preferred.

DUTIES AND RESPONSIBILITIES:

- Provide services for the following funding sources:
 - State funded Adult Education
 - Federally funded Adult Education
 - State TANF funds
 - Federal TANF funds
 - EL-Civics funds
 - Other resources as they become available
- Provide student support leadership
 - Develop and deliver student orientation and intake activities.
 - Provide class advisement to non-credit students.
 - Manage testing.
- Instruct and test students (as needed).
- Work with collaborators in service delivery area.
- Participate with advisory committees.
- Participate in professional training on distance learning, adult education, technology, and other related areas.
- Visit learning sites as needed.
- Track student progress in TEAMS toward goals.
- Follow up with students who have dropped out of the program.
- Assist with marketing and promotion.
- Assist with departmental professional development.
- Travel as needed.
- Disseminate information as needed.
- Other duties as assigned by appropriate supervisory personnel.

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PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment.
- May be required to lift, push, or pull 25 lbs.
- May be required to work irregular hours.
- May be required to travel as needed.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 01/11/07

Revised: 09/24/09

JD386