

Adult Education Workforce Specialist

Purpose Statement

The job of Adult Education Workforce Specialist is done for the purpose/s of providing support and implementing college and career readiness activities and operations with specific responsibilities for transition services to adult learners; assisting them in developing, implementing and monitoring an educational training and/or career plan that leads to self-sufficiency; developing and maintaining relationships with local educational agency industry representatives and training agencies; coordinating, designing and implementing outreach activities; partnering with local agencies in identifying and implementing service plans that decrease duplication of services; and serving as lead navigator for the consortium.

This job reports to Director, College and Career Readiness

Essential Functions

Assists clients in determining educational and career interests, abilities and skills (e.g. high school credit deficiency, etc.) for the purpose of supporting education and career plan.

Counsels students in job search skills for the purpose of informing them of employment and career options.

Develops and maintains community resources for the purpose of coordinating services with various agencies to connect adult learners to services to remove barriers to education or work force.

Maintains a variety of confidential and non-confidential student and client information for the purpose of documenting activities and/or providing support services.

Meets with representatives of participating organizations and program partners of the North Central Adult Education Consortium (NCAEC) for the purpose of complying with program guidelines.

Organizes guest speakers and field trips to job sites for the purpose of exposing students to a variety of work environments, educational and/or training programs.

Participates in a variety of meetings, workshops and committees (e.g. community sponsored events, on behalf of students, trains staff, award ceremonies, career events, etc.) for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.

Prepares a variety of documents, reports and written materials (e.g. reports, instructions, memos, etc.) for the purpose of communicating information to program partners, local education agencies, staff; providing written support; developing recommendations; and/or conveying information.

Promotes the program to the business community service providers, post-secondary students, participants, teachers, parents, etc. for the purpose of defining the program objectives and opportunities for participation.

Provides information regarding available educational training and career services for the purpose of reviewing client's readiness and eligibility for services per federal/state regulations.

Responds to inquiries from a variety of internal and external sources for the purpose of providing information and/or direction as may be required.

Travels regionally to support adult learners in the jurisdiction for the purpose of assisting them in removing barriers and preparing for testing, interviews, and obtaining proper documentation to meet program objectives.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safe practices in work sites and other activities; correct English usage, grammar, spelling, punctuation and vocabulary; record keeping techniques; modern office practices and procedures; and pertinent federal/state labor laws and/or program requirements.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; working as part of a team; and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

6/21/2017

Salary Grade

100