

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Adult Education Counselor	<b>JOB CODE:</b> 402
<b>DIVISION:</b> Accountability and Research	<b>SALARY SCHEDULE:</b> Teacher
<b>DEPARTMENT:</b> Alternative Education	<b>WORK DAYS:</b> 188
<b>REPORTS TO:</b> Director, Adult Education	<b>PAY GRADE:</b> CIT (5,6 or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides guidance and counseling services to the Adult Education program.	

**REQUIREMENTS:**

1.	Educational Level: Master Degree
2.	Certification/License Required: Valid Georgia Teaching Certificate; Valid Georgia School Counselor Certificate
3.	Experience: 2 years teaching or counseling experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, organization

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Oversees counseling and orientation program for the Adult Education program.
3.	Coordinates enrollment process for ABE/GED adult learners.
4.	Maintains accurate record keeping in accordance with CCSD and TCSG policy guidelines.
5.	Works with ESL levels 5 and 6 to transition to ABE and GED classes.
6.	Refers underage learners to appropriate agencies as needed.
7.	Leads the development and implementation of the Transition Plan.
8.	Advises students on academic and career issues to include: educational and career options appropriate for each student.
9.	Develops partnerships with community organizations to support the goals of education initiatives.
10.	Oversees the coordination of counseling sessions at the Paulding site.
11.	Consults with parents of underage students in regards to educational concerns.
12.	Serves as a liaison between the adult education program, postsecondary education Workforce Investment Boards (WIB) and community service agencies to provide integrated education and training services (e.g. college tours, job fairs, mentoring, job coaching).
13.	Provides training and support to staff members on the integration of the Career Awareness curricula and workplace skills; develops transition material and resources.
14.	Tracks student progress, in collaboration with instructional staff, for academic, career, and personal growth.
15.	Monitors and analyzes GALIS reports.
16.	Attends professional development sessions to assist in performance of duties.
17.	Conducts individual counseling sessions.
18.	Conducts quarterly classroom counseling sessions.
19.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_