



EMPLOYEE NAME: _____

JOB DESCRIPTION

POSITION TITLE: Adult Education, IET, WPL Coordinator	JOB CODE: 155X
DIVISION: Accountability & Research	SALARY SCHEDULE: Prof/Supervisory
DEPARTMENT: Alternative Education	WORKDAYS: 174
REPORTS TO: Director, Adult Education	PAY GRADE: Based on NK09
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides resources for instructional and technological support to staff in the Cobb Adult Education program.	
REVISION DATES: 8/25; 9/26	

REQUIREMENTS:

1.	Educational Level: Bachelor's degree
2.	Certification/License Required: None
3.	Experience: 3 years' working in Adult Education. Adept in TCSG's database GAUS, Blackboard. Proficient in MS office/ technology and analytical skills
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, detail and deadline oriented, positive attitude and exceptional level of professionalism

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.	Prepares SSLOs and IET applications for IET (Integrated Education and Training) and WPL (Workplace Literacy) classes.
3.	Completes student surveys to identify needed IET classes.
4.	Markets and recruits for IET classes.
5.	Monitors student progress on IET goals and objectives
6.	Ensures accurate data is entered into the state's database, GAUS, including, but not limited to, enrollment, attendance, and certification completion.
7.	Prepares, submits, and maintains required reports for Cobb County School District (CCSD) and Technical College System of Georgia (TCSG).
8.	Conducts regular data audits to verify validity and accuracy of IET, WPL, and HOPE grant data.
9.	Assists with Career Support Services team responsibilities including, but not limited to, career fair and underage enrollment
10.	Ensures that ABE student have completed HOPE Grant application and assists student in this process.
11.	Develops collaboration opportunities with community partners in need of WPL classes
12.	Instructs IET and WPL classes
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____