EMPLOYEE NAME: _____

Created: 6/21

JOB DESCRIPTION

POSITION TITLE: Adult Education Lead Instructor/Data Coordinator	**JOB CODE:** 155X
DIVISION: Accountability & Research	**SALARY SCHEDULE:** Prof/Supervisory
DEPARTMENT: Alternative Education	**WORKDAYS:** 208
REPORTS TO: Director, Adult Education	**PAY GRADE**: Based on NK08
FLSA: Exempt	**PAY FREQUENCY:** Monthly
PRIMARY FUNCTION: Provides resources for instructional and technological support to staff in the Cobb Adult Education program.	

REQUIREMENTS:

1.	Educational Level: Bachelor's Degree required
2.	Certification/License Required: None
3.	Experience: 3 years teaching adult education classes. Adept in TCSG's database GALIS, Blackboard and Boardworks. 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 lesson plans and instructional materials for classroom and program repository.
3.	Plans and delivers professional development that ensures instructors are implementing high-quality evidence-based instructional strategies that lead to positive student outcomes.
4.	Ensures the program offers instruction through a variety of delivery methods (Face to Face, Virtual, Hybrid) that meets students' needs.
5.	Monitors and provides technical assistance related to program goals and objectives.
6.	Provides technical assistance for online programs: Blackboard, Boardworks, Aztec.
7.	Assists with assigning students to classes based on their EFLs (educational functioning levels).
8.	Ensures accurate data is entered into the state's database, GALIS.
9.	Prepares, submits, and maintains required reports for Cobb County School District (CCSD) and Technical College System of Georgia (TCSG).
10.	Conducts regular data audits to verify validity and accuracy of program data.
11.	Analyzes data for program improvement.
12.	Trains new staff on state and program specific data procedures and department procedures.
13.	Ensures staff follow local and state data policies and procedures.
14.	Performs other duties as assigned by appropriate administrator.

Signature of Employee_____ Date _____

Signature of Supervisor _____ Date _____