



Job Description

Job Title:	Basic Skills Assessment Specialist	Grade:	I
Department:	College and Career Readiness	FLSA:	Non-Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Assists Division director in recruiting, testing and monitoring operations of the Adult Basic Education program.

Characteristic Duties and Responsibilities:

1. Conducts surveys and other research; gathers, compiles, and analyzes information; prepares reports.
2. Monitors progress of classes through visits; evaluates instructors and instructing methods.
3. Ensures that all classes have an adequate stock of books, tests, and other academic materials.
4. Assists in student recruitment efforts.
5. Assists students in program by providing guidance and academic advice and counsel.
6. Assists with testing of students and determining class placement; works with agencies and parents on placements and referrals.
7. Oversees registration process and paperwork; maintains files on registered students.
8. Processes end-of-term paperwork and compiles reports on grades, attendance, and retention rates.
9. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Director, Adult Basic Education.

Direction Given: Functional guidance over nonexempt staff.

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution



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Knowledge, Skills, Abilities and Worker Characteristics:

Requires Literacy/Basic Skills teaching techniques.
Requires good written skills.
Requires knowledge of student placement.
Requires knowledge of assessment tools.
Requires knowledge of institutional strategies.

Working Conditions:

Typical office environment.