



Job Description

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|--------------------|-------------------------|---------------|--------|
| Job Title: | GED Program Coordinator | Grade: | K |
| Department: | Community Development | FLSA: | 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:

Plans and coordinates all aspects of GED preparation programs at various campus and community-based locations; manage the activities of faculty and staff; oversee GED curriculum development and innovative delivery design.

Characteristic Duties and Responsibilities:

1. Assists in planning and implementing the goals and objectives of the assigned area.
2. Recruits, interviews, recommends GED instructors/staff and provides orientation for new hires; monitors and evaluates instructor/staff performance.
3. Prepares documentation for the origination of classes; schedules dates, rooms and instructors; reviews class schedule for accuracy.
4. Monitors course offerings and recommends additions, changes, deletions to keep program area current; coordinates the development of curriculum, course outlines, and materials, including GED Fast Track and GED Plus.
5. Works with marketing staff and prepares marketing materials and literature for distribution to potential GED students.
6. May teach courses within the assigned area; models effective teaching techniques for instructors.
7. Advises students on a variety of academic and administrative matters.
8. Ensures faculty and staff understand and follow state and National Reporting System guidelines, including the state assessment policy.
9. Reviews needs for equipment, supplies, and instructional materials and recommends purchase.
10. Assesses professional development needs of faculty and staff to ensure that they remain current on evidence-based practices; provides tools and support for faculty and staff to monitor and analyze student and class data and initiate program improvement strategies.
11. Other duties as assigned.



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Reporting Relationships:

Direction Received: Reports to the Director of Instructional Transitions
Direction Given: Direct level supervision of assigned employees

Minimum Requirements:

Bachelor's Degree from an accredited college or university in the Education or related and at least 2 years' work experience in teaching of Basic Skills or related field

Knowledge, Skills, Abilities and Worker Characteristics:

Principles and practices of program management
Methods and techniques of program development and evaluation
Principles of supervision including employee training and performance evaluation
Principles and practices of grant proposal preparation
Principles and practices of financial record keeping
Methods and techniques of program marketing and publicity
Computer technology and application
Oral and written communication skill

Working Conditions:

Typical office environment