



Job Description

| | | | |
|--------------------|---|---------------|--------|
| Job Title: | Program Coordinator Sr. GED & Adult High School | Grade: | L |
| Department: | College and Career Readiness | 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:

Performs and/or coordinates key administrative functions and develops strategic planning for both GED and adult High School (AHS) programs at Central and Harris campus and GED Fast Track classes at multiple campuses, including assessment and execution of budgeting, staffing and programming needs.

Characteristic Duties and Responsibilities:

1. Assists in planning and implementing the goals and objectives of the assigned area.
2. Recruits, interviews, and 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; demonstrates high quality of teaching and classroom management.
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. Prepares documentation for the origination of classes for GED & Adult High School; creates schedule of classes, rooms, faculty and staff; proofs class schedules for accuracy; develops, implements, and monitors all aspects of AHS and GED scheduling, instruction and testing; hire, train, and supervise Instructional Lab Facilitators, faculty, and other staff to support students on a variety of academic and administrative matters and workforce skills; manage multiple budgets; maintains and oversees development and implementation of curriculum and assessment protocol for state and federal requirements; collaborates with multiple departments and program areas to enhance and support effective communication and execution referral and testing processes; conducts surveys of corporate partners, CPCC programs and students to guide



Job Description

| | | | |
|--------------------|---|---------------|--------|
| Job Title: | Program Coordinator Sr. GED & Adult High School | Grade: | L |
| Department: | College and Career Readiness | 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.

- program initiatives, curriculum design, and to solicit feedback from learners and partners on a regular basis.
12. Develops comprehensive recruitment/ retention plan for AHS/GED; collaborates with marketing and volunteer coordinator to increase recruitment efforts and tutoring services.
 13. Submits reports, develops professional correspondence and serves as members and/or officers of college-wide committees and students success initiatives, curriculum design, and to solicit feedback from learners and partners on a regular basis.
 14. Develops relationships and a network of local, state, regional and national-level community partnerships and internal CPCC partners.
 15. Oversee and collaborate with the Graduation Office to help organize and facilitate the AHS/GED graduation.
 16. Answers phone call and email inquiries from prospective students and parents; manages and/or reports student, faculty, and staff concerns and disciplinary measures.
 17. Conducts performance appraisals and regular monitoring of the performance of PT/FT faculty and staff; performs regular class visitations.
 18. Manages and oversees all aspects of scheduling, instruction, and testing for literacy classes help within the community.
 19. Other duties as assigned.

Reporting Relationships:

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



Job Description

| | | | |
|--------------------|---|---------------|--------|
| Job Title: | Program Coordinator Sr. GED & Adult High School | Grade: | L |
| Department: | College and Career Readiness | 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.

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in 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