

ADULT EDUCATION INSTRUCTOR/ AEMIS DATA MANAGER ASSISTANT

- POSITION:** Adult Education Instructor/AEMIS Data Manager Assistant
- REPORTS TO:** Fayette County Adult Education County Director and FIT Principal
- EMPLOYMENT TERM:** 200 days (over 12 months, day and evening hours)
- SALARY:** Based upon current teacher's salary scale according to degree and years of educational experience
- CERTIFICATION:** Possess a valid WVDE Professional Teaching Certificate (K-12 or Secondary) or Adult License
- EVALUATION:** Performance in this position will be evaluated by the Principal and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and FCBOE Policy B-1, Professional Personnel Evaluation.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum of Bachelor's Degree;
- Has completed WVAE Pre-Service;
- Has experience with and knowledge of grant writing for state and federal funding;
- Has knowledge of curriculum and program development for non-traditional and special needs adult students;
- Possesses communication and organizational skills necessary for serving students who require services from a combination of community, state, and federal agencies.
- Possesses a positive attitude and sensitivity to the needs of adult students, fellow educators, school personnel, parents, and the community-at-large.
- Exhibits emotional and physical stability through self-control, health, and stamina for effective job performance.
- Demonstrates responsibility, integrity, impartiality, objectivity, and tact in the performance of assigned responsibilities.
- Assumes and performs responsibilities with enthusiasm, efficiency, and accuracy according to schedule.
- Exhibits flexibility and adaptability to necessary change.
- Respects confidential information and individual's right to privacy.
- Demonstrates effective communication skills through speaking and writing in a clear, distinct manner.

DUTIES AND RESPONSIBILITIES:

- Instructs adult students for basic skill development, TASC preparation, Accuplacer preparation, TEAS preparation, math for SPN students, and ASVAB preparation.
- Teaches basic computer skills for student use of on-line programs, i.e. Plato, TASC Academy, TASC Readiness Assessment, TASC testing, MicroSoft Word, Internet, and others.
- Administers the TABE test for AE students, TANF students, and other adults applying for entrance into Fayette Institute of Technology adult programs.
- Requires prior classroom experience with adult learners and knowledge of the characteristics of the adult learner.
- Maintains computer lab.
- Develops all forms, intake packets, brochures, and advertising for the program.
- Assists with input of all student demographic information included on the 400A/B, daily attendance, achievements, and contact hours.
- Assists with monitoring AEMIS reports (WVAE/NRS/CPS) weekly/monthly and analyzes reports in regarding to post testing, attendance, and goals.
- Assists with graduation.
- Prepares monthly timesheets for DHHR, Mountain Heart Child Care, Adult and Juvenile Probation, Day Report, and other agencies as needed.
- Schedules appointment for orientation, TRA, and TABE assessments.
- Conducts new student orientation for classes, assesses students, and develops plan of study for each student.
- Records assessment results daily.
- Registers and conducts orientation for TASC students.
- Collects required documentation for TASC candidates, submits paperwork, and roster to the TASC examiner.
- Maintains the physical appearance of the center and provides an environment conducive to study for adult students.
- Attends staff meetings on a quarterly basis, FIT Advisory Council meetings, and other activities as designated.
- Completes required professional development for Adult Educators as defined by the WV Department of Adult Education and Fayette County Schools.

PERFORMANCE STANDARDS:

- Evaluates program performance monthly as evidenced by the WVAE 300 and 300A report.
- Evaluates program performance as evidenced by the CPS and WVAE/NRS report card.