

Adult Education Assistant

Nature of Work

Employees in this classification are responsible for assisting with all aspects the Jefferson County Board of Education Adult Education program. Activities associated with the job include assisting with the coordination of Adult Education programming for underage students, Families First participants, and other Adult Education participants. Incumbents must also provide orientation to new participants, provide career and educational counseling, recruit volunteers and students, and maintain detailed confidential files. The position requires good organizational skills, ability to communicate and relate effectively to others, a thorough knowledge of elementary and high school curricula, and strong instructional skills. Work is reviewed by the adult education supervisor and superintendent of schools through observation of student progress, number of students enrolled, compliance with state regulations, and effectiveness of instruction provided to participants.

Illustrative Examples of Work

- Interview and provide orientation sessions for new clients seeking to further their education.
- Assist in coordinating the Jefferson County Adult Education program with Family First participants to insure compliance with attendance and program compliance goals.
- Administer assessment tests to determine level of educational attainment and make recommendations for remedial instruction.
- Recruit volunteers to assist in providing instruction to program participants.
- Make public presentations and provide information to promote the adult education program.
- Assist in maintaining detailed records pertaining to client intake, attendance, assessments, case management, educational progress, and compliance with existing school policies and state regulations.
- Attend in-service and required training activities for adult education programs.
- Maintain contacts with numerous state and local agencies and employers to coordinate the delivery of services and inform them of Adult Education program services.
- Inform and provide advice for students about continuing education and career opportunities.
- Provide limited counseling services to students to determine needs and make appropriate referrals to service agencies.
- Collaborate with Jefferson County High School to provide services to students who have been suspended or students who have dropped out of school.
- Interact with the local judicial system to provide services to youth and adults who have been

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incarcerated.

-Perform related duties as required.

Necessary Requirements of Work

Graduation from an accredited high school or GED program, some experience teaching in public schools or adult education settings, strong organizational and interpersonal skills, ability to communicate with groups and individuals, or any equivalent combination of education and experience to provide the following critical knowledge, abilities, and skills:

-Considerable knowledge of elementary and high school education including current curriculum requirements for core subject areas.

-Considerable knowledge of state regulations pertaining to the operation and accreditation of adult education facilities.

-Considerable knowledge of Jefferson County Board of Education policies and procedures.

-Knowledge of state welfare reform initiatives and regulations.

-Knowledge of commonly accepted budgetary practice and procedure.

-Knowledge of social service and support agencies available to the public.

-Ability to recruit volunteers and students and provide program information to social service agencies and the public.

-Ability to communicate and interact in a professional and tactful manner with constituents, staff, teachers, and the public.

-Ability to perform the physically demanding aspects of the position.

-Ability to administer assessment tests and make requisite recommendations.

-Ability to counsel and provide guidance to individuals seeking to further their education.

-Ability to provide effective instruction to clients as needed.

-Skill in the interpretation of client needs and application of available resources.

Necessary Special Requirements

-Must maintain a current State of Tennessee Certification in Adult Education.

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