

Job Title: IET Coordinator

Supervisor: Regional Manager

Job Classification: Non-Exempt

Position is non-contracted, part-time up to 29 hours weekly, and grant funded

Job Summary

The Integrated Education and Training (IET) Coordinator is responsible for implementing and monitoring the regional IET instructional program for adult learners preparing for a GED credential, a Career Readiness Certification (CRC), and a Digital Literacy Certification. Position is responsible for overseeing the regional IET classes and the training and monitoring of instructors to develop curriculum that is contextualized with preparatory coursework in industry certifications.

Essential Duties

1. Plans, implements, and monitors instructional activities for regional cohorts of adult learners preparing for a GED®, Career Readiness Certificate (CRC), Digital Literacy, and professional soft-skills credentials in partnership with the Virginia Community College System (VCCS) and other area training providers.
2. Researches and collaborates with post-secondary instructors to plan a contextualized curriculum.
3. Develops and executes an outreach, recruitment, and intake plan for adult learners interested in obtaining industry credentials.
4. Monitors regional instructors in curriculum and assessment practices in accordance with vendor guidelines and VADOE policies.
5. Develops learner timeline, weekly instructional schedule, and rubrics for learner persistence which result in the identified program outcomes.
6. Maintain accurate data and student records using the VADOE Adult Student Profile Document (ASPD)
7. Oversees and assists with program registration, assessments and data entry.
8. Participates in staff development activities, staff meetings and curriculum development activities as required or assigned

Other Duties

1. Performs any other related duties as assigned by the Regional Manager or other appropriate administrator.

Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

A Bachelor's or Master's degree in education or a related field. Experience teaching adult students is preferred. Must possess the ability to communicate effectively, both orally and in writing. Must possess excellent organizational, planning, and human relations skills. Must have the ability to establish and maintain effective working relationships with adult learners, specialists, program managers, school administration, and business/community partner agencies. Individual must possess knowledge of content, curriculum, methods, materials, and equipment appropriate for instructing adult learners in obtaining a GED®, Career Readiness Certificate, and Digital Literacy credentials. Must demonstrate a commitment and ability to serve a diverse community, including low-income families and English language learners. Self-motivated and able to work at a standalone satellite site. Ability to manage and maintain a professional classroom, providing instruction to adult participants whose basic skills are below the twelfth grade level. Possess working skills in the use of technology to deliver Distance Education instruction, communicate via e-mail and teach basic computer skills to the adult learner.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to

perform the essential functions. Duties are normally performed in a school/classroom environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Regional Manager

This job description in no way states or implies that these are the only duties to be performed by this employee. IET Coordinator will be required to follow any other instructions and to perform any other related duties as assigned by the Regional Manager or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date