



# Position Vacancy Announcement

Posting Date: August 14, 2009

Position Title: **COORDINATOR/INSTRUCTOR OF ADULT BASIC EDUCATION AND ADULT HIGH SCHOOL PROGRAMS**

**Hiring Range: \$34,860 - \$40,089**

**Level 13**

### **Advertising Internally & Externally**

The Coordinator of Adult Basic Education (ABE) and Adult High School (AHS) facilitates adult learning by developing and assessing the system of learning opportunities for adult learners who choose to enter ABE or AHS. Through collaboration with other college faculty and staff, the coordinator provides assistance to students in setting and obtaining goals for ABE and GED learning and/or making the transition to ABE or secondary-level learning or other training. The coordinator also provides assistance to teachers in the ABE and AHS program areas, ensuring the proper curriculum is used, classes are set up to meet learners needs, and participates in annual instructor professional development activities. The coordinator will also provide advisement for AHS students and review AHS transcripts for completion.

Minimum  
Qualifications:

### **Required:**

- Bachelor's Degree in subject area, adult education, or related field
- Experience in education, especially adult education
- Commitment to improving the socio-economic status of adults through education
- Demonstrated understanding of and respect for individuals of diverse backgrounds
- Ability to interact effectively and professionally with a diverse student population
- Understanding of the comprehensive community college philosophy

### **Preferred:**

- Coursework and/or certification in Special Education
- Experience in education, especially adult education
- Commitment to improving the socio-economic status of adults through education
- Demonstrated excellent written and oral communication skills and interpersonal skills
- Demonstrated understanding of and respect for individuals of diverse backgrounds
- Understanding of the comprehensive community college philosophy
- Fluency in a foreign language, preferably Spanish

Duties and  
Responsibilities:

### **DUTIES:**

- Select and/or develop appropriate instructional materials to be used in ABE/AHS classroom
- Act as program liaison with students, parents, guardians, probation officers, etc. as necessary
- Coordinate and recruit volunteer tutors for ABE/AHS classes
- Complete class evaluations and visitations for Adult Basic Education and Adult High School classes

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- Complete AHS transcript evaluations to ensure graduations requirements are met
- Collaborate with the Dean of BSP and HRD to maintain and update as necessary printed guidelines/handbooks that outline the procedures of the various programs
- Provide guidance and support for part-time staff in the ABE/AHS programs
- Provide assessment and academic advisement to Basic Skills students as needed
- Provide classroom instruction and instructional support as needed
- Attend state-level meetings as required
- Treat others respectfully, speak to others courteously, and behave in such a way that creates a workplace environment that is marked by trustworthiness, honest but polite communication, and interpersonal interactions that are both personally cordial and professionally appropriate
- Act as a team player when working with any and all employees of the College
- Serve on institutional committees as assigned by the President

Perform other duties as assigned by the Dean of Basic Skills/Human Resources Development.

Application  
Deadline:

Interested and qualified individuals must submit (1) a letter of interest addressing each of the qualification statements, (2) an official Randolph Community College application, (3) a resume, (4) college transcripts (copies will suffice for initial screening; however, official copies will be required if hired), and (5) names, addresses, and phone numbers of five professional references to the address below. Only complete application packets will be considered. Position open until filled.

Contact:

**Human Resources Office**  
**Caitlin Thompson**  
**(acthompson@randolph.edu)**  
Randolph Community College  
PO Box 1009  
Asheboro, NC 27204  
Office - (336) 633-0256

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