

Solano County
Office of Education

JOB TITLE: Adult Education Specialist (Range 27)

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under general direction of an assigned supervisor, the Adult Education Specialist will work with consortium members and partners to assist students in identifying goals and promote career pathways in order to achieve successful transition to post-secondary education, training, and/or employment. This individual is also responsible for assisting in the documentation of student participation and progress as specified by California Adult Education Program (CAEP) requirements. Specifically, the Adult Education Specialist will document student and program data using various data software systems.

The Adult Education Specialist will participate in adult education recruitment efforts, assist students in the enrollment process to other educational institutions, assist students in acquiring supportive assistance through the Solano County Workforce Development Board and other available services/resources, and assist in collaboration between adult school and community college faculty and staff.

DIRECTLY RESPONSIBLE TO

Senior Director of Resource Development, Transition Services, and Post-Secondary Options

JOB REQUIREMENTS AND QUALIFICATIONS

- High School diploma or G.E.D. equivalent
- Possession of a valid California Driver's License and insurance
- Two years (2) of related experience
- Bilingual Spanish, Tagalog, or Farsi desirable

Knowledge of:

- Data and software entry and management
- Microsoft Office Suite
- Adult School Programs
- Community College career programs and academic systems
- Strategies for working with adult learners
- Written and oral communication

- Interpersonal skills using tact, patience, and courtesy
- Diverse cultures in Solano County

Ability to:

- Travel between multiple sites across Solano County
- Operate office equipment
- Learn new or updated computer systems and programs
- Maintain current knowledge of program rules and requirements
- Work with individuals from a diverse ethnic and linguistic population
- Communicate professional and effectively in written and oral forms
- Work collaboratively with colleagues, staff, and school administrators
- Prioritize tasks and meet deadlines
- Exercise professional discretion and judgement in actions and communications
- Read printed matter and observe students
- Listen and understand speech at normal levels

PRIMARY RESPONSIBILITIES/ESSENTIAL DUTIES

- Build collaborative relationships with community based and other public agencies in order to provide services, referring participants to the appropriate support within the adult education network
- Collaborate with the Solano County Workforce Development Board, local businesses, libraries, and other community organizations to facilitate the participants' transitions to college and/or work
- Provide outreach to partners and potential partners to ensure broad representation and inclusion in the continuum of services and providers. Understand other organizations and agencies processes to include; intake, orientation, assessment and follow-up
- Facilitate participant bridge/transition sessions to include “warm hand-offs” with network partners, workforce development offices, employers and other entities
- Assist participants to set career and academic goals and develop pathways plans identifying assets, barriers, and support services needed to achieve access

- Conduct data and referral documentation using various data software systems.
- Attend SAEC Board meetings, professional development sessions, and other meetings as needed
- Collect, interpret, and report/disseminate data on student progress with all stakeholders, including data required for the Workforce Innovation and Opportunity Act
- Develop systems for students to have internship and employment opportunities
- Driving a vehicle to adult education schools and partners on a rotating basis to conduct work
- Perform other duties as assigned

SUPERVISION RECEIVED

Employees in this classification receive general supervision within a framework of overall objectives.

SUPERVISION EXERCISED

None

PHYSICAL ACTIVITY REQUIREMENTS

This position requires a physical examination be taken and passed based on the physical requirements listed below:

Work Position (Percentage of Time):

Standing (35%) Walking (20%) Sitting (45%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2)

Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (2) Bending (2)

Pushing and/or Reaching Kneeling or
Pulling Loads (2) Overhead (2) Squatting (2)

Climbing Stairs (1) Climbing Ladders (1)

This position is grant funded.

