

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

ADULT EDUCATION PROGRAM ASSISTANT

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited college or university preferred.
- (2) Experience in adult education preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to assist with GED Testing registration, administer standardized TABE examinations, and promote program compliance in adult education.

REPORTS TO:

Director of Career, Adult, and Community Education

JOB GOAL

To assist adult education students toward successful completion of adult education programs, including GED registration, TABE testing, and program compliance.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) To conduct site based GED Testing registration.
- (2) Administer standardized TABE examinations.
- (3) To assist in maintaining program compliance in adult education.
- (4) To provide supplementary services to students in order to enhance their participation and success in adult education programs.
- (5) Prepare all required reports and maintain all appropriate records.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities
Job Description Supplement Code 2