

Somerset County Public Schools

Job Description

Job Title: External Diploma Program Coordinator
Department: Adult Education
Reports To: Supervisor of Workforce and Community Programs
FLSA Status: Exempt
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Prepared Date: 3/10/2010
Approved By: Board of Education
Approved Date: April 30, 2010

I. Summary

Individual serves as a site coordinator and trainer for the County and Region's External Diploma Program by performing the following duties.

II. Essential Duties and Responsibilities include the following: Other duties may be assigned by the Supervisor of Workforce and Community Programs.

Site Coordinator:

- Works as a team leader with the Instructional, IT, and Intake personnel to provide support for the daily operation of the program.
- Works as a team leader to initiate and implement program improvement ideas.
- Monitors time sheets and codes them for accurate payment.
- Maintains database to monitor program spending and reviews for accuracy.
- Monitors program progress, data quality and program design through the analysis of data and other program outcomes.
- Ensures performance measures are met.
- Completes grant applications and reports.
- Creates the class schedule for the year.
- Orders all materials for the program, including office supplies.
- Coordinates the daily operation of the Marion Sarah Peyton Adult & Alternative Learning Center with other staff and associated programs.
- Serves as first point of contact for information in the absence of receptionist.

State Trainer:

- Provides state training as needed for newly hired Advisor/Assessors throughout the state.
- Assists with Professional Development training statewide.
- Assists with External Diploma Program evaluation workshops.

Regional External Diploma Program Coordinator

- Coordinates the External Diploma Program for Wicomico, Somerset, and Chesapeake Community College.
- Plans professional development training with EDP staff.
- Works individually with the programs to ensure the program is administered correctly based on the guidelines set up by CASAS.

- Reviews portfolios by other Advisor/Assessors for compliance with the program guidelines.

EDP Advisor/Assessor

- Meets with EDP clients seeking a Maryland High School Diploma.
- Supervises two other staff in office who are serving as advisors/assessors.
- Conducts portfolio reviews.

III. Qualifications

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

A. Education and/or Experience

Bachelor's degree (B.A.) from a four year college or university and at least (1) year of adult education program experience including teaching. A Master's degree is preferred. Previous counseling and administering of standardized tests is also preferred.

B. Certificates, Licenses, Registrations

Current valid driver's license.

C. Language Skills

Ability to read, analyze, and interpret general business periodicals, professional and trade journals, technical procedures, or instructional textbooks and instructional aides. Ability to write reports, including grant applications, detailed lesson plans, and procedure manuals as directed. Ability to effectively present information and respond to questions from groups of students, administrators, local, regional and state officials and the general public.

D. Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

E. Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

F. Computer Skills

To perform this job successfully, an individual should have knowledge of Internet software; Project Management software; Spreadsheet software and Word Processing software. Pursues training and development opportunities to expand job knowledge.

G. Other Skills and Abilities

Must have excellent organizational and interpersonal skills.

H. Other Qualifications

Must be able to travel to local, regional and state meetings as necessitated by the program needs. Must be dependable. Ensures work responsibilities are covered when absent. Arrives to meetings and appointments on time.

IV. Physical Demands

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 accommodations may be made to enable individuals with disabilities to perform the essential functions. Reports potentially unsafe conditions; Uses equipment and materials properly.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

V. 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.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.