

**CLASSIFICATION TITLE: *Adult Education Workforce Specialist, Lead***

**DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:**

Works independently in coordination with the program manager to provide transition services and assist clients in developing, implementing and monitoring an educational training and career plan that leads to self-sufficiency. Develop and maintain relationships with local educational agencies, industry representatives and training agencies. Coordinate, design and implement outreach activities. Partner with local agencies in identifying and implementing service plans that decrease duplication of services.

**DIRECTLY RESPONSIBLE TO:**

Under the immediate supervision of the Director or designee.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification)

**Lead Responsibilities:**

Works independently to coordinate, provide reports and assist with placement activities as needed throughout the Consortium; attends all Consortium meetings and advocate for services for students; reviews services and create files outlining program options; makes presentations to groups of students explaining options for obtaining education and training; meets one on one with students to develop a goal and plan of action; helps students enroll in courses/programs that will lead to outcomes for the program.

**Case Management:**

Provides information regarding available educational training and career services; reviews client's readiness and eligibility for services per Federal/State regulations; assists clients in determining educational and career interests, abilities and skills; assists clients in creating their education and career plan; coordinates referrals to other appropriate services to support education and career plan; continually maintains updated menu of community resources and services; provides support services as identified in the education and career plan; manages and maintains required files per regulations.

**Educational Training and Career Development and Retention:**

Initiates and maintains ongoing personal contacts with a variety of education agencies to promote programs for student placement; collects data from education agencies related to student progress and outcomes; matches programs with students' needs; directs students' program search and enrollment activities; determines students' barriers to reaching their educational training and career goals and recommends possible solutions; provides program retention and follow-up services to students; maintains and shares current labor market information and available offerings for students.

**Recruitment and Outreach:**

Based upon regional needs, designs and implements program goals; coordinates, organizes and implements targeted activities to address the needs of the community; participates in selected community events that complement the program.

**Program Development and Implementation:**

Develops relationships and coordinates services with various agencies; develops procedures and executes action plans to meet program goals; participates in the planning of the North Central Adult Education Consortium (NCAEC), goals and implementation; maintains current level of knowledge of program regulations; develops, implements and follows-up with supervisor and team on individual and program strategic plans; attends meetings and participates on committees as appropriate.

**MINIMUM QUALIFICATIONS:**

Education:

Must have sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position.

Training and Experience:

Bachelor's degree in a related field or any combination of training and experience which demonstrates ability to perform the duties as described. Experience working with public and private educational agencies; with secondary, at-risk, and/or out of school youth; and in career exploration, job readiness, job development and/or employment training programs required. Verified experience in job training/placement or public relations preferred. Bi-lingual skills desirable.

Licenses:

Possession of a valid California driver's license and proof of safe driving record.

Knowledge of:

Case management procedures; basic research techniques; career exploration techniques; community resources and educational training programs; principles of quality practices and exemplary customer service; English grammar, punctuation, and spelling.

Skills and Ability to:

Assess the interests and aptitudes of clients; recognize the need to refer the client to appropriate resources to remove barriers; assist the client in developing and implementing a suitable educational training and career plan; manage cases through placement and retention; use reference material to research; plan and conduct presentations; work cooperatively with partner agencies; support the client through transitions and facilitate decision making and goal setting; work independently and meet timelines; operate in a multi-task environment; utilize time management techniques to organize and prioritize work; interpersonal skills to work cooperatively and effectively with individuals and groups and a diverse population; promote self-sufficiency of clients; maintain confidential and sensitive information; effectively communicate in both oral and written form; maintain accurate records; collect and disseminate information; operate a variety of office equipment, including, but not limited to, personal computer, copy machine, and fax machine.

Physical Requirements:

The usual and customary methods of performing the job functions requires the following physical demands: Occasional lifting up to 25 lbs, carrying, pushing and/or pulling; some stooping, kneeling, crouching; reaching, handling; manual dexterity to operate a telephone and enter data into a computer; facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation; facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation; facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation; facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation; when applicable, facility to determine and differentiate colors with or without reasonable accommodation; when applicable, facility to drive an automobile or to arrange a consistent method of transportation.