

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Coordinator of Adult Education & Literacy (AEL) Grant	FLSA status:	Exempt
-------------------	---	---------------------	--------

DEPARTMENT:	Marshall College Center	REPORTS TO:	Director of Adult Education & Literacy
--------------------	-------------------------	--------------------	--

Position summary: Under indirect supervision, the Coordinator coordinates program instruction, distance learning, professional development and quality assurance guiding overall service delivery including implementation of the Texas AEL Content Standards. This position reports directly to the Director of Adult Education and Literacy and is grant funded.

Position responsibilities:

- General oversight of the AEL program
- Support to instructors and instructional aides, including coaching new and existing instructors and ensure all understand and are following SOP's
- Curriculum oversight, including activities that ensure materials are aligned to the Content Standards
- Course syllabus development and oversight
- Ensures consistent, adequate and accurate data entry starts and stops; provides technical assistance regularly
- Conduct regular audit of both student and staff files; ensure adherence to TWC requirements of Personally Identifiable Information (PII) and FERPA.
- Develop the program's professional development plan and coordinate trainings and travel for instructors and staff entering the information into TEAMS and reviewing entries for data integrity.
- Maintain the Distance Learning (DL) Plan providing oversight of DL Instruction and technology integration.
- Follow policy requirements for documenting proxy hours, accurate data entry into TEAMS and collaborate with teachers and students regarding course content and readiness for assessments.
- Collaborate monthly with business office and grants coordinator to submit monthly reports.
 - Prepare reports for necessary TANF Journal Entries
 - Properly assemble expenditure reports and expenditure backup for invoicing purposes
- Submit staff timesheets to payroll with applicable budgets.
- Submit PO requests through POISE, and send necessary backup/documentation for the purchase to the business office.
- Complete professional development hours as required.
- Other duties as assigned.

Minimum Position Requirements:

- Bachelor's degree required. Former grant experience preferred. Accounting skills a must.

Knowledge, Skills and Abilities

- Strong interpersonal and communication skills.
- Excellent organizational, analytical, and planning skills.
- Ability to analyze and assess training and development needs.
- Able to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Strong computer skills.
- Skill in budget preparation.
- developing and implementing new strategies and procedures.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.
- Travel required.