



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Adult Education Facilitator for Healthcare
POSITION NO.	502928
LOCATION	Liston
REPORTS TO	Director, Adult Education/Literacy Services
GRADE	PSA 11
WORK SCHEDULE	Non-Standard: 30 hours per week
LIMITATION (if applicable)	Subject to renewal after annual review.
REVISION DATE	

JOB SUMMARY:

CCRI is piloting two new programs in Healthcare and in Bilingual Early Childhood Education featuring Adult Education Facilitators supporting students to reconnect with education and succeed in college. Adult Education (AE) Facilitators for RI-BEST programs collaborate with faculty and the workforce team to co-teach certificate programs and develop student skills in content area foundations while they transition into for-credit college classes. AE Facilitators help students become independent learners, transition from tutorial support, and enter CCRI pathways. AE Facilitators develop program practices that support working adults to access post-secondary education.

DUTIES AND RESPONSIBILITIES:

- Support cohorts of adult students to succeed in entry-level credit-bearing courses by collaborating with faculty and adult education team to design a co-teaching schedule and program unique to the career pathway.
- Co-teach RI-BEST course sections with faculty by designing and facilitating group and individual activities connecting secondary education and college course objectives.
- Provide individualized academic support with strategy-based coaching (time management, planning for long-term assignments, preparing for tests/exams, note taking, and course assignment support).
- Define, model, and support skills and attitudes necessary for lifelong learning, and facilitate self-directed learning connected to career pathways.
- Determine students' levels of proficiency with hands-on assessments and adjust activities to meet the needs of English Language Learner, Adult Basic Education, and Adult Secondary Education students.
- Encourage the development of communication and higher order thinking skills by using peer editing techniques and standard editing markup to collaborate with developing student writers.
- Conduct intake, midpoint, and exit interviews with all students to evaluate and document academic progress and to assist in understanding educational options. Record and evaluate attendance and participation.
- Use NRS (National Reporting System for Adult Education) data to identify and suggest course and program improvements.
- Help students articulate their goals and assist in the development of learning plans that complement their career pathways by providing vocational information necessary for decision-making.
- Collaborate with the coordinator to connect students to resources needed to overcome barriers to accessing education.
- Maintain a professional environment characterized by respect and equal opportunity for all students regardless of race, ethnicity, national origin, language, gender, religion, economic status, disability, or sexual orientation.

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree required.
Spanish language fluency is required for Bilingual programs.
- Three years of experience working with adult students or adults with learning difficulties and an understanding of differentiation and universal design are required.
- Experience motivating students in the learning process required.
- Excellent interpersonal communications are required.
- Knowledge and proficiency in Google G-Suite and/or Microsoft Office are required.

PREFERRED QUALIFICATIONS:

- Knowledge of the adult education system in Rhode Island is preferred.
- 5 years of experience in education with 5th – 10th-grade content preferred.
- Master's degree in Education and/or secondary education certification preferred.
- Post-Secondary concentrations in Education and Human Services preferred.
- Experience or training in college counseling or academic advising is preferred.
- CASAS (Comprehensive Adult Student Assessment System) Certification is preferred.
- The tutoring experience is preferred.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.