



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Coordinator, Adult Education
POSITION NO.	502503
LOCATION	Liston Campus
REPORTS TO	Director of Adult Education and Literacy Services
GRADE	PSA 10
WORK SCHEDULE	Non-Standard: 35 hours per week (some evening and weekend work will be required)
SUPERVISION	Student Workers
LIMITATION (if applicable)	June 30, 2025 subject to renewal
REVISION DATE	April 29, 2024

JOB SUMMARY:

Adult Education (AE) Coordinator coordinates student supports, scheduling, and data management for Adult Basic Education activities with the adult education team at CCRI. The AE Coordinator provides possible solutions to assist students facing barriers, and documents recruitment, orientation and next-step transition planning. The AE Coordinator prepares reports on funded activities in coordination with director.

The CCRI Adult Education team designs and delivers programs at pre-college academic levels that engage adult students to participate in education. Programs focus on recognizing, strengthening, and empowering student voices within a traditional framework of orientation, instruction, facilitation and assessment. CCRI Adult Education programs include: Adult Basic Education (ABE), Rhode Island Integrated Basic Education Skills and Training (RI-BEST), English Language Studies (ELS), Corporate Language Training (CLT), and High School Equivalency (HSE). In addition, Adult Education Professional Development at CCRI (AEPD@CCRI) provides training and support for adult educators statewide.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI’s Mission:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.
- Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences.

Student Support:

- Manage recruitment, intake and orientation of adult students that meet program criteria for ABE/ ESL programs.
- Schedule and proctor assessment, and assist students in the interpretation of results from CASAS, GED, Accuplacer and other assessments
- Help students articulate their goals and assist in the development of learning plans that connect to career pathways
- Provide targeted case management and connect students with academic advising and vocational information necessary for career decision-making up to fourth quarter after exit
- Assist facilitators with referral of students to resources within CCRI and in the local community (such as Admissions, the E.O.C., the RI Food Bank).
- Schedule and coordinate group activities and events that support students to transition to college or other post-secondary training.

Detail Orientation/ Organization / Data Capability:

- Keep detailed and organized records of student participation in accordance with federal and state law using paper and digital methods.
- Collaborate with director and facilitators to determine actions needed to support student outcomes (Ex: GED completion and EFL level gains) that meet grant objectives.

- Document achievement of specific grant funded objectives using paper and digital methods.
- Query databases and use Office and other data presentation software to generate reports on program activities.
- Use National Reporting System for Adult Education (NRS) data to identify and suggest program improvements

Knowledge of Adult Basic Education:

- Maintain certifications in and knowledge of assessments used in Adult Education and College Admissions. Know how assessments connect to educational options available to students.
- Understand and advocate for evidence-based program practices that meet the needs and issues of the adult learner population and are characterized by representation and inclusion of all students.
- Model and support skills and attitudes necessary for lifelong self-directed learning.

Teamwork and Communication Skills:

- Collaborate with Directors and Bridge facilitators to define and deliver yearly program schedule. Support scheduling and logistics of instructional programs.
- Collaborate with Adult Education and Workforce staff to orient and evaluate new students and to generate educational options for students.
- Collaborate and meet periodically with internal and external resources and organizations to further the objectives of the grant.
- Work both within the college and externally to market adult education programs with up to date program information monthly.
- Cross train with other adult education staff and maintain ability to supervise High School Equivalency operations when needed.
- Participate in Adult Education Professional Development and other training as needed to maintain and increase skills.
- Other job-related duties required by the position.

Technology:

- Use desktop and cloud based digital tools to develop materials and share information collaboratively.
- Locate, evaluate, and share current and emerging digital resources that support adult education programs.

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Minimum Bachelor's degree required.
- Experience with educational program data management (both paper and digital records, LACES, Banner or similar) required.
- Proficiency in technology, Microsoft Office Suite applications (Word, Excel, and PowerPoint, primarily), Google G-Suite and email required.
- Experience supporting students from diverse backgrounds to engage in education (through college counseling, academic advising or similar) is required.
- Demonstrated knowledge and understanding of both assessment and college and/or career readiness curricula for adult students is required.
- Three years of experience working with adult students and an understanding of differentiation and universal design required.

PREFERRED QUALIFICATIONS:

- Degrees in Counseling, Education, ESL or related field preferred.
- Knowledge of adult education system in Rhode Island preferred.
- Five years of experience in adult education preferred.
- Thorough knowledge/experience of 2014 GED testing procedures and interpretation of results is preferred.
- Excellent communications skills, both written and oral preferred.
- Minimum conversational level in non-English languages relevant to student population preferred.
- CASAS (Comprehensive Adult Student Assessment System) Certification preferred.

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

Knight Campus

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