

Student Coordinator Job Description

The full-time Student Coordinator is responsible for a variety of clerical duties to support of adult education. The paraprofessional also interacts with students, conducts registration, intake and orientation-related services for potential and current students. Interaction with AE staff, students and community members is an integral part of this position. The duties include direct testing, orientation, counseling students, and other support activities involving working directly with students as assigned by the District Coordinator or designee. Full-time responsibilities are based on 37.5 hours week. Part-time responsibilities are based on up to 29 hours week.

Summary: Under immediate supervision, performs eligibility-related paraprofessional work of routine difficulty; and performs related work as required.

Distinguishing Features: An employee in this class assists in case management activities and learns the rules and regulations necessary to determine eligibility for adult education services. Some functional guidance and coordination of the work of other staff is inherent in accomplishing the duties at the assigned unit, but the full supervisory function is retained by the higher level manager or coordinator. An employee in this position:

1. Assesses the needs of individual students to support them in achieving their education goals.
2. Triage student needs systematical to ensure appropriate and adequate support.
3. Manages the data input of information in the current data management system for their caseload.
4. Maintains communication with individual students close to program exit that have not completed their individual educational plan.
5. Has the ability to work with a diverse socioeconomic population.
6. Organize and maintain confidential program and student information physically and/or digitally.
7. Travel to satellite class locations may be necessary.
8. Participate in local and state activities/staff development.
9. Model professional and ethical standards while dealing with students, staff, and community.
10. Perform other duties and responsibilities as assigned by their lead teacher.
11. Possess strong oral and written communication skills.

12. Work independently with little direct supervision.
13. Work as part of a team.
14. Accept responsibility and be self-motivated

Competencies:

1. Dealing with Ambiguity
2. Problem Solving
3. Organizing
4. Time Management
5. Written Communications
6. Compassion
7. Customer Focus
8. Listening

Knowledge:

1. Basic arithmetic applications.
2. Basic computer knowledge
3. Basic knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
4. Basic office skills such as word processing and managing files and records
5. Basic principles for providing customer service

Skills:

1. Active learning
2. Active listening
3. Basic Computer Skills
4. Basic customer service skills
5. Basic mathematical skills
6. Communicating effectively as appropriate for the needs of the audience
7. Critical thinking, problem-solving, and decision-making
8. Reading Comprehension-Understanding written sentences and paragraphs in work related documents
9. Service Orientation-Actively looking for ways to help people
10. Social Perceptiveness-Being aware of others' reactions and understanding why they react as they do
11. Time management

Abilities:

1. Deductive Reasoning-Applies general rules to specific problems to produce answers that make sense
2. Flexible and adaptable in various situations and environments
3. Inductive Reasoning-Combines pieces of information to form conclusions

4. Multi-Tasking
5. Number Facility-Ability to add, subtract, multiply, or divide quickly and correctly
6. Oral Comprehension-Understands information and ideas presented
7. Oral Expression-Communicates information and ideas so others will understand them
8. Perceptual Speed-Accurately compares similarities and differences
9. Performs simple office tasks
10. Retains information
11. Selective Attention-Concentrates on tasks over a period of time without being distracted
12. Speed of Closure-Ability to quickly make sense of, combine, and organize information
13. Works as part of a team