



JOB DESCRIPTION

ADULT EDUCATION NAVIGATOR, FARMERSVILLE ADULT SCHOOL

DEFINITION:

Under the general direction of the Farmersville Adult School Administrator, the Navigator will provide outreach and support services for the adult education program. This individual will coordinate adult education enrollment and articulation processes, participate in adult education recruitment efforts, and serve as the liaison to programs services for adult education candidates. This position is assigned to the adult education site(s) within Farmersville Unified. (Days 180)

ESSENTIAL DUTIES:

- Plan, coordinate and conduct activities and programs to provide enrollment, orientation and transition assistance to prospective adult education students.
- Develop recruitment strategies and coordinate the development of promotional materials such as brochures, speeches, videos, posters and newsletters for use with prospective students and partner organizations.
- Cooperate with the adult education administrator in developing, coordinating and implementing various social media marketing strategies to accelerate student engagements.
- Design and deliver oral presentation and workshops for adult education student candidates to include panel presentations, group presentations, and one-on-one meetings.
- Coordinate outreach efforts with counselors and faculty at other adult education service providers and support service partners to develop a referral system, exchange information, and provide quality outreach for prospective students.
- Coordinate events, workshops and seminars with partner organizations in Tulare and Kings Counties for prospective students.
- Assist in facilitating collaboration between adult school and community college faculty.
- Direct high school students to the appropriate career pathways and other adult education services relevant to their interests.
- Participate in relevant advisory committee meetings.
- Initiate and maintain positive relations with other school administrators, counselors, faculty and with public agencies and community groups to develop recruitment sources.
- Schedule campus visits for prospective students.
- Keep abreast of educational and student support programs to provide accurate and timely information to adult education students, staff, and partner organizations.

- Maintain a variety of records, logs, and student files including those of a confidential nature; prepare periodic and special reports and statistical data related to program activities and effectiveness
- Maintain a variety of data and statistical reports regarding adult education examination data to align outreach activities and their effectiveness, including coordinating pre/post examinations, survey outreach and data analysis.
- Perform other related duties as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

- Interact with professionally with outside agencies.
- Interact with adult education students and candidates.
- Have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of adult education students.
- Bilingual in English and Spanish desired.

Desirable Qualifications:

- Bachelor's degree preferred, not required.
- Related experience.
- A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of adult education students.
- Proficient with computer applications and software applications and programs.
- Must possess a valid California Driver's License.
- An incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed in this classification by Farmersville Unified School District.
- Bi-lingual in English and Spanish preferred.

Knowledge of:

- Instructional standards
- Current research into effective teaching and learning for students
- Interact with professionally with outside agencies.
- Interact with adult education students and candidates.
- Have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of adult education students.

Ability to:

- Formulate, implement and/or coordinate effective CTE programs
- Establish and maintain positive working relationships with a wide variety of individuals
- Communicate effectively both orally and in writing
- Meet schedules and time lines.

WORKING CONDITIONS:

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works inside. The position demands meeting deadlines with severe time constraints and frequently working irregular or extended hours. The employee is directly responsible for safety, well-being and work output of staff.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception. The position requires the individual to meet multiple demands from several people and interact with the public and other staff. The employee will often drive a car while performing the duties of this job.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Hazards:

- Related to working with student populations including but not limited to restraining a student.

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Board Approved: March 9, 2021