



**Wharton County
Junior College**

**Proposed Agenda Item
Board of Trustees Meeting**

Date of Board Meeting: 11-21-17 Date of This Proposal: 11-10-17

SUBJECT (item as it will appear on agenda): Adult Education & Literacy Program Re-Organization

RECOMMENDATION: Approve Proposed Re-Organization of the Adult Education & Literacy Program

BACKGROUND/RATIONALE:

The Adult Education and Literacy (AEL) Program is grant funded (approximately \$665,000) to serve six counties (Wharton, Colorado, Austin, Fort Bend, Matagorda, and Waller). The grant is provided via the Texas Workforce Commission (TWC). The program provides adult education for GED attainment, ESL education, and pathways programs to promote progression from GED attainment to workforce entrance. The pathways programs are a fairly new component of the AEL Program and require a higher skill level of staff support. The re-organization proposal includes two revisions 1) upgrade a vacated position to Career Navigator and Data Specialist to coordinate the pathways programs and 2) upgrade the current secretarial position to a Documentation Specialist to provide specialized administrative support work. TWC strongly recommends the career navigator position.

Estimated Cost and Budgetary Support: Approximately \$7,000 increase in salaries expended from grant funds

RESOURCE PERSON(S) [name(s) and title(s)]:

Tara Zekavat, Director of Adult Education & Literacy
Leigh Ann Collins, Vice President of Instruction

SIGNATURES:

Originator

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Cabinet-Level Supervisor

Date

11-10-17

Date

PRESIDENT'S APPROVAL:

Betty A. ...

11-10-17



**JOB DESCRIPTION
Human Resources Department**

JOB TITLE: Adult Education and Literacy (AEL) Career Navigator Data Specialist <i>(Temporary Grant Funded Position)</i>	FLSA: Non-Exempt GRADE: GNT-P – 10 NBAPOSN: GNT03T
LOCATION: Wharton Campus	EFFECTIVE DATE: October 17, 2017 REVISION DATE: November 8, 2017
REPORTS TO: Adult Education and Literacy (AEL) Director	

PURPOSE AND SCOPE:

The Adult Education and Literacy (AEL) Career Navigator Data Specialist develops and coordinates college recruitment activities, mentors and tracks the potential Integrated Education and Training (IET) students, and maintains program records in a manner that facilitates program management and decision-making by the AEL Director.

ESSENTIAL JOB FUNCTIONS:

1. This position determines and implements recruitment in accordance with the AEL enrollment plan, goals, and objectives. This position assesses student's stage of development and promotes student growth by assisting students in establishing academic and career goals.
2. This position recruits, coordinates, schedules, and supports college staff for IET program activities and provides information to the community to create a college-going culture.
3. This position explains the policies and procedures regarding the IET enrollment, attendance, and retention to the IET students and the AEL faculty.
4. This position follows best practice regarding IET programs and core requirements and degree plans. This position mentors students on academic and career matters.
5. This position requires compiling and preparing IET reports and tracks IET students' throughout enrollment in the AEL program.

6. The AEL Career Navigator Data Specialist maintains the accuracy and integrity of the program records database and is responsible for compiling data and generating all reports as requested.
7. The AEL Career Navigator Data Specialist is responsible for all data entry, such as student attendance, contact hours, test scores, professional development, and additional information required by the grant.
8. This position is responsible for validating and providing annual reports to the AEL Director, confirming that grant data and reporting is verified as required by the grant, and completing end-of-year reporting as required by grant guidelines and procedures as they pertain to the program records database.
9. This position is responsible for checking the program records database for GED matches to ensure the accuracy of data reporting.
10. This position is responsible for tracking all students who transfer into and exit out of the AEL program.
11. This position is responsible for providing verification of enrollment letters to students upon request.
12. This position is responsible for ensuring that documentation of instructor qualifications and credentials meet grant requirements and compliance.
13. This position coordinates with the Instructional Facilitator to monitor student progress and ensure that student testing requirements are met according to the grant guidelines.
14. This position performs other duties as assigned by the AEL Director.

KNOWLEDGE, SKILLS, EXPERIENCE:

The position of AEL Career Navigator Data Specialist requires an Associate Degree or 60 college credit hours and two (2) years of related full time work experience. This position requires experience in education, advising, grant support, or related activity. This position requires knowledge of marketing principles, practices, and procedures. This position requires the person to have strong clerical and general office skills and a proficiency in widely accepted word processing, spreadsheet, and database applications. The person in this position must possess excellent written and oral communication skills. This position requires knowledge of complex or technical office practices and procedures. A criminal background check is required.

SUPERVISION OF OTHERS:

The AEL Career Navigator Data Specialist has no supervisory responsibilities.

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SUPERVISION AND DIRECTION RECEIVED

The AEL Career Navigator Data Specialist is responsible and accountable to the AEL Director for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

The equipment used by the AEL Career Navigator Data Specialist is a personal computer workstation running in a Microsoft Windows environment, printer, photocopier, facsimile, scanner, calculator, phone, and other general office equipment.

CONTACTS:

The AEL Career Navigator Data Specialist has external contacts with the community and local and state agencies.

The AEL Career Navigator Data Specialist has internal contacts with administrators, faculty and staff as necessary to provide or obtain information to carry out the general functions of the position.

COMPLEXITY/EFFORT:

This position requires accuracy, ability to provide quick turnaround of tasks, ability to work under pressure, and handle multiple tasks simultaneously. The person in this position must have ability to work independently, maintain confidential information, and be a team player. Ability to interpret and apply administrative and departmental policies, regulations, and rules; understand and follow complex oral and written instructions, make decisions requiring independent judgment, compose correspondence independently is also required. Professional working relationships, both with the college and with the general public require the person in this position to maintain a high degree of judgment, tact, and discretion at all times. Work requires characteristics supported by collaborative work efforts with external and internal customers in a collegial atmosphere and demonstrated commitment to the mission of a comprehensive community college. The person in this position must be detail oriented with sufficient manual dexterity to prepare letters, reports, graphics and other data on the computer. Physical exertion of this position is typical of office environment. The person in this position must function effectively to achieve the college goals and mission.

WORKING CONDITIONS:

Work by the AEL Career Navigator Data Specialist is performed primarily in a climate-controlled open office environment shared with others with computers with minimal exposure to safety hazards. Job duties require little physical effort with light lifting

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required for filing and shredding and an exposure to natural atmospheric conditions such as dirt and dust, etc. This position requires use of a personal vehicle to travel to AEL sites and attend professional development trainings. There is frequent interaction with students and the public. This position must complete any additional required training as specified by the grant.

LAST MODIFIED: November 8, 2017

Employee's Signature

Date

Supervisor's Signature

Date

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JOB DESCRIPTION
Human Resources Department

JOB TITLE: Adult Education and Literacy (AEL) Documentation Specialist <i>(Temporary Grant Funded Position)</i>	FLSA: Non-Exempt GRADE: GNT-P -7 NBAPOSN: GNS01T
LOCATION: Wharton Campus	EFFECTIVE DATE: October 23, 2017 REVISION DATE: November 8, 2017
REPORTS TO: Adult Education and Literacy (AEL) Director	

PURPOSE AND SCOPE:

The Adult Education and Literacy (AEL) Documentation Specialist maintains the AEL program's records in a manner that facilitates program management and decision making by the AEL Director. The AEL Documentation Specialist provides administrative assistance with material and technical support to the AEL Director.

ESSENTIAL JOB FUNCTIONS:

1. This position assists the AEL Director in reviewing the AEL guidelines and letters from Texas Workforce Commission (TWC) to ensure the program is in compliance with the grant requirements.
2. This position keeps records of Temporary Assistance for Needy Families (TANF) documentation and makes necessary changes in TEAMS and financial reports.
3. This position assists the AEL faculty in searching for Professional Development opportunities through the online system (PD Portal) and maintains the AEL staff's Professional Development certificates.
4. This position performs specialized administrative support work related to planning, organizing, and coordinating program activities.
5. This position assists the AEL Director in compiling, maintaining, and reconciling departmental financial reports required by TWC and the College.
6. The AEL Documentation Specialist updates the AEL web page information in accordance with Wharton County Junior College (WCJC) policy. The AEL web page

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information includes, but is not limited to, class schedules, course and program offerings, current postings, inquiries, and AEL social media outlets.

7. This position assists in updating, duplicating, and distributing appropriately to staff both operational and educational materials, forms, and reports.
8. The AEL Documentation Specialist assists the AEL Data Technician and TEAMS Specialist with data entry into TEAMS.
9. The AEL Documentation Specialist performs routine functions including answering the telephone, maintaining the appointment calendar, typing, developing spreadsheets, photocopying, distributing mail, and faxing.
10. This position maintains an inventory of books, supplies, and equipment for the AEL Department. This position also is responsible for checking in and checking out items to instructors, students, and AEL staff when requested and files the required documentation.
11. This position serves as primary contact for students, visitors, and faculty for the AEL Department. This position uses professional customer service skills with all calls and inquiries including inquiries from the community, students, and AEL partners that do not require the AEL Director's expertise, and appropriately forwards all others.
12. The AEL Documentation Specialist prepares all departmental purchase order requisitions, check requests, travel requests, and maintains department business records according to WCJC policy and regulations. Department business records include, but are not limited to, client, personnel, and financial records.
13. This position will generate all qualifying employee timesheets in the database for approval.
14. This position executes other duties or tasks as assigned by the AEL Director.

KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires an Associate's Degree or 60 college credit hours or four (4) years of related full time work experience and one (1) year of current full time office work experience. The AEL Documentation Specialist must be able to work independently. This position must be able to provide continuous, courteous, customer service to students, staff, administration, and AEL external program partners. This position requires superior organizational and clerical skills. Computer proficiency in Microsoft Office and other computer applications with the ability to prepare data based written reports is required. The AEL Documentation Specialist must be able to exhibit superior verbal and written communication skills with a commitment to service. This position requires the ability to

prioritize, manage, and complete tasks assigned by the AEL Director. The AEL Documentation Specialist must be able to work closely with the AEL Director to assist in achieving the objectives of the program. The AEL Documentation Specialist must be able to meet mutually agreed-upon objectives within a specified period of time. This position requires making accurate arithmetic calculations. This position performs technical, specialized, complex and difficult technical office support work .A criminal background check is also required.

SUPERVISION OF OTHERS:

The AEL Documentation Specialist does not have any supervisory responsibilities.

SUPERVISION AND DIRECTION RECEIVED:

The AEL Documentation Specialist is responsible and accountable to the AEL Director for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

This position uses a personal computer workstation running in a Microsoft Windows environment, printer, photocopies, facsimile, scanner, calculator, phone, and other general office equipment.

CONTACTS:

The external contacts of the AEL Documentation Specialist include contact with the general public, AEL vendors and program partners, and local and state agencies.

The internal contracts of the AEL Documentation Specialist include administrators, faculty, staff, and students.

COMPLEXITY/EFFORT:

This position involves the ability to work with minimal supervision and maintain confidential information. Work requires characteristics supported by collaborative work efforts with external and internal customers in a collegial atmosphere and a demonstrated commitment to the mission of a comprehensive community college. This position requires excellent communications skills, interpersonal skills, and the ability to work on collegial teams. The person in this position must have the ability to make daily decisions consistent with procedures in the AEL Program, must be detail oriented, have a demonstrated self-initiative, good communication skills, and strong commitment to service. This position requires effective written communication, the ability to handle emergency situations as they arise in the office, the ability to read and interpret departmental policies, procedures

and instructions, and the ability to hear and understand customer inquiries and oral instructions from supervisor. Sufficient manual dexterity to prepare letters, reports, graphics, and other data on the computer is required.

WORKING CONDITIONS:

The AEL Documentation Specialist works in an office environment readily accessible to the general public. The position involves heavy interaction with students, staff, and faculty. This position works with light, easy to handle materials requiring little physical effort. The AEL Documentation Specialist is exposed to natural atmospheric conditions such as dirt, dust, etc. Minimal exposure to hazardous situations will be experienced. This position requires work characteristics supportive of collaborative work efforts in a collegial atmosphere. Occasional after-hours and travel is required. This position requires use of a personal vehicle to travel to AEL sites and attend professional development trainings. There is frequent interaction with students and the public. This position must complete any additional required training as specified by the grant.

LAST MODIFIED: November 8, 2017

Employee's Signature

Date

Supervisor's Signature

Date

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Wharton County Junior College

Adult Education and Literacy (AEL) Organizational Chart (Draft) Revised 11/07/17

