



**Wharton County
Junior College**

**Board of Trustees
Agenda Item**

Date of Board Meeting: February 15, 2022

Subject: Re-organize Adult Education & Literacy Program (AEL)

Recommendation: 1) Approve new AEL Admission and Registration Specialist; 2) approve revised Career Advisor; & 3) approve revised Testing Specialist

Background and Rationale: The AEL program enrollment is thriving, and Houston-Galveston Area Council awarded WCJC an additional \$50,000 in grant funds. To address the enrollment growth across AEL service areas, the program added more classes and online services thus the need for personnel changes, specifically a new AEL Admissions and Registration Specialist (salary \$31,525 - \$34,775) to oversee the remote registration and online database. Further, two current positions need to be upgraded to correspond with a higher skill level.

The AEL Career Navigator Specialist (current salary \$31,525) needs to change to an AEL Career Advisor (salary \$37,192 - \$40,525) who can provide more specialized academic and career advising support to students enrolled in the Integrated Education and Training (IET) program. To improve their success, IET students need extra mentoring and guidance as they transition into post-secondary education or the workforce. The second position, AEL Testing Technician (current salary \$28,025), needs to upgrade to a Testing Specialist (\$31,525 – 34,775) to ensure AEL is complying with the changing assessment policies and protocols established by Texas Workforce Commission. The AEL grant will fund salaries for the new position (\$34,775) and two revised positions (increase of \$15,750). Costs above \$50,000 will be covered by moving travel or supply funds within the grant and utilizing the remaining salary and benefits from the vacant Career Navigator position (\$22,962).

Cost and Budgetary Support: Maximum annual salary increase & benefits \$76,536 funded by AEL grant

Strategic Priority Alignment: Student Success Community Impact
 Resource Optimization Institutional Excellence

Resource Person(s): Tara Zekavat, Director of AEL

Signatures:

Originator
Leigh Ann Collins Digitally signed by Leigh Ann Collins
Date: 2022.02.11 11:11:26 -06'00'

Date

Cabinet-Level Supervisor

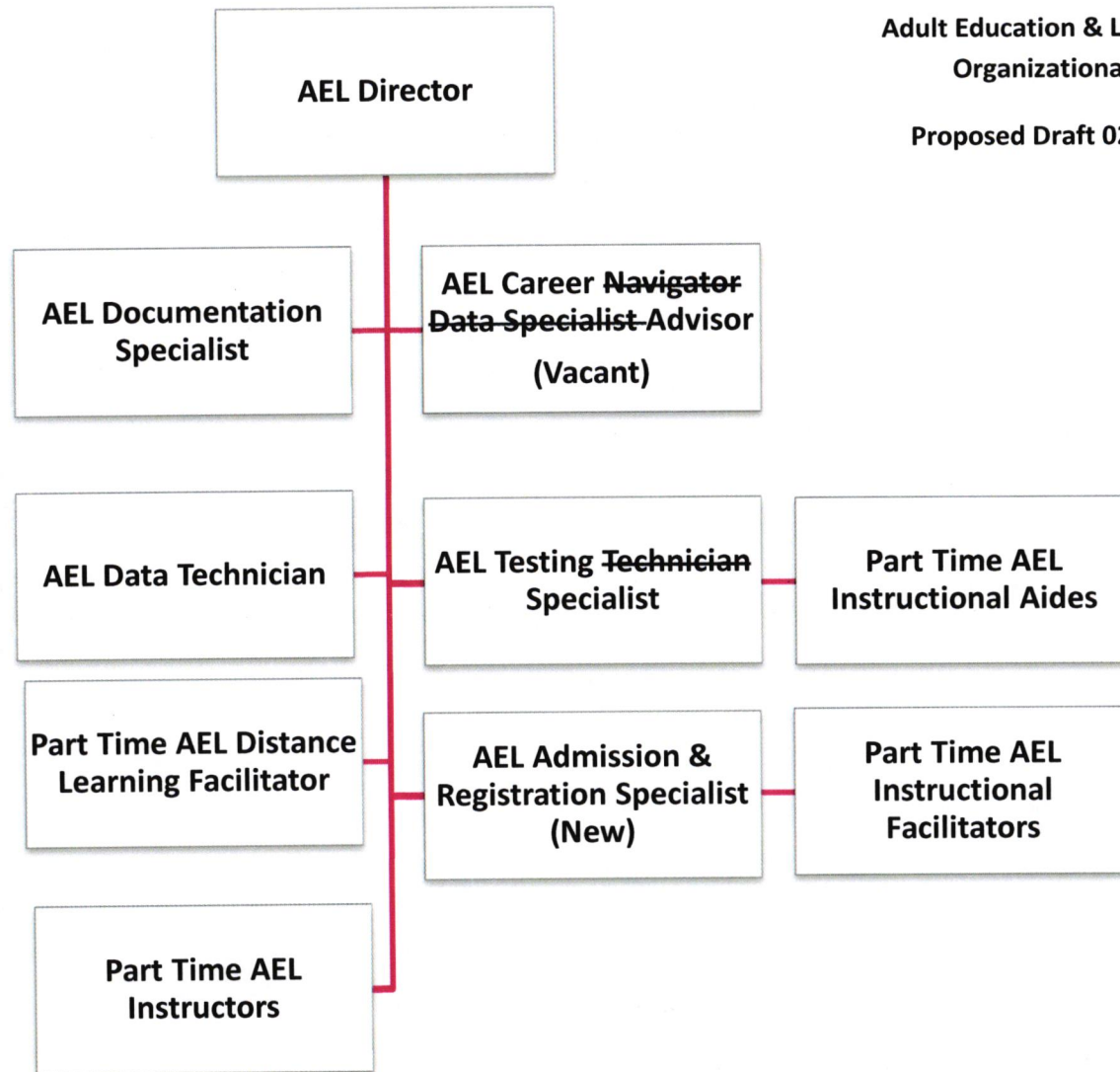
Date

President's Approval:

President

2-11-22

Date





**JOB DESCRIPTION
Human Resources Department**

JOB TITLE: Adult Education and Literacy (AEL) Career Advisor <i>(Temporary Grant Funded Position)</i>	FLSA: Non-Exempt GRADE: GNT-A-0-5 NBAPOSN: GNT03T
LOCATION: Multiple Campuses or Remote	EFFECTIVE DATE: April, 1, 2022 REVISION DATE: February, 3, 2022
REPORTS TO: Adult Education and Literacy (AEL) Director	

PURPOSE AND SCOPE:

The Adult Education and Literacy (AEL) Career Advisor identifies potential Integrated Education and Training (IET) students, develops and coordinates AEL career pathways recruitment activities, mentors, advises and tracks the IET students, 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 IET 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 the 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 advises and 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 position will be responsible for maintaining current information on available resources to aid students in the academic recovery process.

7. The AEL Career Advisor maintains the accuracy and integrity of the program records database and is responsible for compiling data and generating all reports as requested.
8. The AEL Career Advisor is responsible for all IET data entry, such as student attendance, contact hours, test scores, educational outcomes, and additional information required by the grant.
9. This position is responsible for validating and providing monthly and 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.
10. This position is responsible for checking the program records database for GED matches to ensure the accuracy of data reporting.
11. This position is responsible for tracking IET students who transfer into and exit out of the AEL program to post-secondary education or workforce.
12. This position is responsible for providing verification of enrollment letters to IET students upon request. This position is responsible to collect transcripts and/or certificates of the IET students upon completion and to enter the educational outcomes in TEAMS (Texas Educating Adults Management System), and save documents for verification.
13. This position coordinates with the Instructional Facilitator, AEL faculty, and AEL Testing Technician to monitor student progress and ensure that student testing requirements are met according to the grant guidelines.
14. This position communicates with the college faculty and department heads to ensure IET students register in appropriate courses and are on the appropriate degree plan.
15. This position assists IET students with completing ApplyTexas application and submitting all the required documents to the Office of Admissions and Registration at the college.
16. This position keeps track of the referrals from the workforce career offices and follows up with the referrals as needed.
17. This position attends the academic and career advising webinars, workforce solutions meetings, and IET recruitment events.
18. This position performs other duties as assigned by the AEL Director.

KNOWLEDGE, SKILLS, EXPERIENCE:

The position of AEL Career Advisor 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 experience using resources to help students be successful, such as with career selection and in the academic recovery process. 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. A criminal background check is required.

SUPERVISION OF OTHERS:

The AEL Career Advisor has no supervisory responsibilities.

SUPERVISION AND DIRECTION RECEIVED

The AEL Career Advisor 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 Advisor 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 Advisor has external contacts with the community and local and state agencies.

The AEL Career Advisor 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

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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 Advisor 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 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: February 3, 2022

Employee's Signature

Date

Supervisor's Signature

Date

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**JOB DESCRIPTION
Human Resources Department**

JOB TITLE: Adult Education and Literacy (AEL) Admission and Registration Specialist <i>(Temporary Grant Funded Position)</i>	FLSA: Non-Exempt GRADE: P-0-10 NBAPOSN: GNTT1T
LOCATION: Multiple Campuses and/or Remote	EFFECTIVE DATE: March, 1, 2022 REVISION DATE: February 3, 2022
REPORTS TO: Adult Education and Literacy (AEL) Director	

PURPOSE AND SCOPE:

The Adult Education and Literacy (AEL) Admission and Registration Specialist coordinates and performs the AEL orientation and registration. This position is responsible for AEL student enrollment records such as student documents required for registration. This position reviews and maintains student enrollment records and registers eligible AEL students in the AEL record database.

ESSENTIAL JOB FUNCTIONS:

1. This position monitors the AEL program applications, collects all required documents, uploads documents in the AEL record database, and ensures the applicant is eligible for registration.
2. This position coordinates with the AEL Director to schedule and oversee orientation and registration of AEL students, including remote sessions as needed.
3. This position coordinates with AEL staff to organize AEL orientation and registration sessions and ensures potential students are informed of all sessions.
4. This position ensures that the registered students are eligible to be entered in Texas Management Educating System (TEAMS) and are eligible to be scheduled for pre-testing required for AEL enrollment.
5. This position ensures minors (16-18 years old) have submitted the required documents for enrollment and communicates with the applicants to collect any missing documents as needed.
6. This position maintains adequate knowledge of Texas Workforce Commission (TWC) AEL Assessment Guide, orientation and registration protocols, and adheres to those

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protocols, including adequate knowledge of technology associated with the AEL online management system used for registration and record database.

7. This position attends professional development, webinars, and training relevant to AEL comprehensive assessment and enrollment.
8. This position recruits, creates and distributes AEL flyers, and attends the recruitment events.
9. This position is responsible for maintaining all student enrollment records, compiling student records, and generating all reports as requested, and in compliance with grant requirements.
10. This position is responsible for confirming, on a monthly basis, the accuracy of all student records in the program records database.
11. This position performs other duties as assigned.

KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires an Associate's Degree or 60 college credit hours and two (2) years of current related work experience. This position requires superior organizational and clerical skills, with up-to-date knowledge of Microsoft Office applications and computer skills, and superior verbal and written communication skills with a commitment to service. The person in this position must be able to provide continuous courteous customer service to student, staff, and administration. A criminal background check is also required.

SUPERVISION OF OTHERS:

The AEL Admission and Registration Specialist is responsible for supervising staff who participate in orientation and registration of AEL students.

SUPERVISION AND DIRECTION RECEIVED:

The AEL Admission and Registration 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:

A personal computer workstation running in a Microsoft Windows environment, printer, scanner, copy machine, fax, calculator, phone, and other general office equipment are used in this position.

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CONTACTS:

Internal contacts of this position are with students, faculty, staff, and administration.

External contacts of this position are with general public.

COMPLEXITY/EFFORT:

This position requires ability to read and interpret departmental policies, procedures, and instructions, the ability to hear and understand student inquiries and oral instructions from supervisor and emergency announcements, and a working knowledge of general office procedures and practices and the ability to articulately interpret established guidelines for students and other personnel. This position requires the ability to utilize computer technology to access data, maintains records, generate reports, and communicate with others and the ability to work with minimal supervision.

WORKING CONDITIONS:

Work of this position is performed in an office environment readily accessible to the general public. This position involves heavy interaction with the students, staff, and faculty. This position works with light, easy to handle materials requiring little physical effort. This position has exposure to natural atmospheric conditions such as dirt, and dust, etc. and minimal exposure to hazardous situations. This position requires work characteristics supportive of collaborative work efforts in a collegial atmosphere. Some evening, weekend and offsite testing sessions may be 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: February, 3, 2022

Employee's Signature

Date

Supervisor's Signature

Date

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**JOB DESCRIPTION
Human Resources Department**

JOB TITLE: Adult Education and Literacy (AEL) Testing Specialist <i>(Temporary Grant Funded Position)</i>	FLSA: Non-Exempt GRADE: P-0-10 NBAPOSN: GNTT1T
LOCATION: Wharton Campus	EFFECTIVE DATE: March, 1, 2022 REVISION DATE: February 3, 2022
REPORTS TO: Adult Education and Literacy (AEL) Director	

PURPOSE AND SCOPE:

The Adult Education and Literacy (AEL) Testing Specialist is responsible for coordinating the administration of Tests of Adult Basic Education (TABE) Testing, Best Plus Testing, and any other required testing for all AEL General Educational Development (GED) and English as a Second Language (ESL) students. The Testing Specialist maintains test security and confidential records, and schedules examinations. The Testing Specialist enters the assessment scores into the Texas Education Management System (TEAMS) database.

ESSENTIAL JOB FUNCTIONS:

1. This position monitors student progress in the TEAMS database to determine when a student needs to be tested according to grant requirements.
2. This position coordinates with the AEL Director to schedule testing for each student; this position performs the testing or ensures that an AEL Instructional Aide will be present at the scheduled testing time.
3. This position organizes the mandatory pre-enrollment testing of students at AEL Registration sessions and organizes post-testing of eligible AEL students.
4. This position enters the test scores into the TEAMS database.
5. This position coordinates with the AEL Document Specialist to purchase and distribute test materials to testers.
6. This position assists with all aspects of AEL Testing, assembles preliminary paperwork, and monitors test sessions and reports test results. The person in this position is knowledgeable of all regulations pertaining to AEL testing and is responsible for inventory of test materials before and after testing session.

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7. This position assists with the administration of all test instruments, maintains adequate knowledge of testing instruments available, and adheres to all testing protocols. This position maintains adequate knowledge of technology associated with test administration and maintains an inventory of material associated with the testing instruments and requests additional materials as necessary.
8. This position develops testing processes aligned with Texas Workforce Commission (TWC) Assessment Guide and ensures testing processes meet the grant requirements.
9. This position ensures the AEL proctors have the required credentials to proctor tests to AEL students.
10. This position attends all professional development, webinars, and training relevant to AEL assessments.
11. This position is responsible for maintaining a test environment conducive to successful test experiences for all examinees. This position schedules and maintains records of examinations. This position prepares the assessment reports and submits the test results to the AEL administration, AEL Faculty and AEL students.
12. This position performs other duties as assigned.

KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires an Associate's Degree or 60 college credit hours and two (2) years of current related work experience. This position requires superior organizational and clerical skills, with up-to-date knowledge of Microsoft Office applications and computer skills, and superior verbal and written communication skills with a commitment to service. The person in this position must be able to provide continuous courteous customer service to student, staff, and administration. A criminal background check is also required.

SUPERVISION OF OTHERS:

The AEL Testing Specialist is responsible for supervising part-time employees who proctor assessments.

SUPERVISION AND DIRECTION RECEIVED:

The AEL Testing 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:

A personal computer workstation running in a Microsoft Windows environment, printer, scanner, copy machine, fax, calculator, phone, and other general office equipment are used in this position.

CONTACTS:

Internal contacts of this position are with students, faculty, staff, and administration.

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