

Job Title:	Curriculum Specialist	Department/Loc:	Adult Education
FLSA Classification:	Non-Exempt, Full-Time	Date Drafted:	10/09/2023
Reports To:	Adult Education Program Manager		
Hourly Wage:			

Position Summary

This position is responsible for implementing policies and procedures designed to provide high quality academic preparation and support for adults pursuing self-sufficiency through GED obtainment. This position fosters a supportive environment that meets the unique needs of low-income adults pursuing a high school equivalency diploma by engaging in warm, helping relationships with students. The role of the curriculum specialist is to assess current teaching materials and strategies and to identify and address areas of improvement to increase student retention and student success. Training in Economic Mobility Mentoring will be required and is provided by the agency.

Position Responsibilities- Essential

This list of tasks is illustrative ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Curriculum Support & Development

- Assess program's current curriculum and resource deficiencies and identify supplemental resources in pre-GED® and GED®-level science, social studies, mathematical reasoning, and reasoning through language arts subjects.
- Compile and maintain a list of accessible and/or phone and tablet-friendly resources for at-home learning.
- Assist students in identifying the best study methods to suit their learning preferences and needs. Train volunteer tutors to implement teaching strategies for multiple learning preferences as needed.
- Research and/or develop and implement curriculum in note-taking and study skills; facilitate small-group lessons or workshops as appropriate.
- Plan and implement short-term, single-subject GED bootcamp workshops focused on high-impact indicators and commonly missed content areas. Utilize client database to pull reports and to identify and contact students for targeted bootcamp efforts.
- Monitor and track student progress regularly and bring an update to weekly team meetings. Determine when incentives are appropriate, offer them to students, track their progress, and ensure that follow up is made when students have earned their incentives.
- Assist in cultivating academic partnerships with peer organizations in adult education and college / career training programs.
- Determine appropriate curriculum for individual students based on TABE level, NRS scores, and/or GED Ready® and GED® test scores and performance indicators.
- Serve as primary staff liaison for distance-learning students. Assign lessons in Aztec® or similar digital GED® prep curriculum, monitor student progress, and facilitate practice testing as necessary.

- Educate students and tutors regarding available GED® testing accommodations. Assist students in applying for testing accommodations as needed.
- Design and implement quarterly trainings for volunteer tutors to include topics such as learning preferences, adult learning theory, best practices in adult education, curriculum progression, and student and tutor resources, etc.
- Assist volunteer tutors in incorporating technology into side-by-side tutoring. Train tutors in new content or technology.

Program Operations

- Provide placement testing to prospective students to determine academic needs. Refer students needing remedial study to partner agencies.
- Collect program fees in cash or by electronic payment.
- Develop individualized academic plans for each student and thoroughly orient each student to his/her plan. Provide ongoing academic guidance for students on subsequent visits.
- Match students with academic counselors and volunteer tutors for instruction and provide guidance and support as needed.
- Make appropriate decisions concerning which curriculum to offer to students. Provide students who want to study at home with accessible options.
- Determine when GED practice testing is appropriate. Facilitate testing and review test results with students to inform academic planning.
- Determine when students are prepared to register for the official GED exam. Process official test registrations for students who have qualifying scores through students' GED.com accounts. Make appropriate decisions regarding online virtual testing versus in-person testing. Coordinate with students to select test dates, collect partial test payments from students, and make full payments to GED.com.
- Facilitate online-proctored GED testing onsite as needed.
- Maintain communication with program graduates for ongoing support toward long-term goals and outcomes tracking. Initiate check-ins with graduates at specific points in time post-graduation, as well as respond to inquiries from graduates concerning needs and/or next steps with education and self-sufficiency. Provide options compatible with personal history, interests, and aptitude. Provide individualized college counseling and enrollment support if needed.
- Foster a caring environment for students that establishes healthy relationships as the foundation for personal growth and development. Develop an awareness of non-academic student needs and connect students with other agency programs and services as needed.
- Assist students with addressing immediate needs related to food insecurity, lack of sufficient funds to pay bills, necessary car repairs, etc. Connect with the Emergency Assistance Program Manager, the Accountant, and/or the Financial Stabilization Committee depending on the exact need.
- Onboard new tutors as requested and manage volunteer tutor coverage.
- Maintain hallway slideshow and update regularly.

Information Management

- Maintain accurate and complete records in the agency client database, including contact, demographic, and assessment information; detailed service tracking notes for each significant participant interaction; GED Ready and GED exam registration and scores; and self-sufficiency outcomes data for each participant.
- Maintain accurate participant records for program incentives and/or matched savings program.
- Track and provide time and effort documentation for stakeholders, as necessary.
- Effectively utilize phone, text, email, and other technology to facilitate and organize a high volume of communications with participants and staff.
- Maintain effective communication with community partner agencies to coordinate service delivery for shared program participants.

- Effectively utilize multiple information technology tools and platforms to collaborate with staff on joint projects and to organize participant tracking information.

Within the Team

- Actively participate in team meetings and projects to improve the services provided and opportunities available to participants.
- Communicate regularly with other team members concerning individual participants and program offerings. Gather and utilize input and institutional knowledge from team members as needed to inform and strengthen practices. Actively participate in staffing meetings.
- Host a formal graduation ceremony annually to recognize students' accomplishments. Reconnect with graduates and encourage participation in the event. Recruit volunteer and graduate speakers. Prepare certificates, caps, and gowns for each graduate. Coordinate with the agency's Volunteer Coordinator to ensure proper space rental, set-up, decorations, reception offerings, and clean up.

Within the Agency

- Participate in all agency-wide meetings and special events as able.
- Maintain a clean, orderly, and professional work environment.
- Maintain up-to-date knowledge of services offered through other programs at United Ministries and connect participants with these services when appropriate.
- Work directly with other program staff to maximize program integration and coordination of services, particularly for co-enrolled participants.
- Believe in and act in accordance with the values and mission of United Ministries.
- Engage in professional development activities and embody a spirit of lifelong learning.

Community

- Establish and maintain partnerships with other community agencies, employers, training providers, and funders. Attend at least one community event per year to support current partnerships and to develop future partnerships.
- Remain informed of current issues in Greenville related to employment, wellness, and self-sufficiency.
- Act as a knowledgeable, professional, and discerning representative of the agency in formal and informal community efforts and conversations regarding goal setting and asset attainment.
- Be responsive to inquiries and requests from individuals in the community who are seeking services or seeking help for others.

Position Responsibilities- Non-Essential

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- Perform other duties as assigned.

Essential Skills and Experience

- Bachelor's degree in teaching, adult education, curriculum development, or related field
- 5 years' experience in teaching, adult education, curriculum development, or related field
- Demonstrated ability to engage with all parties using diversity, equity, and inclusion (DEI) best practices, as well as to assist people facing barriers of all types
- Interpersonal coaching skills
- Proficiency with Microsoft Office (Word, PowerPoint, Excel), Zoom, and Google Suite (Gmail, Drive, Docs, Sheets, Slides, Voice)
- Proficiency navigating, researching, and collecting information from the internet
- Proficiency using a database and spreadsheets to organize and track various kinds of participant data
- Excellent verbal and written communication skills
- Integrity and discretion
- Regular and sustained attendance
- Demonstrated skill with time management, planning, organization, and follow-up

Beneficial Skills and Experience

- Master's degree in teaching, curriculum development, or related field
- Knowledge of best practices and trends in instructional methods and educational technology in adult education
- Working knowledge of Motivational Interviewing, Mobility Mentoring®, and Trauma-Informed Care

Mental & Physical Demands- ADA Guidelines

Physical Demands

Stand	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A

Lifting Requirements

10 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A

Pushing and Pulling Requirements

12 pounds or less	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
13 to 25 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
26 to 40 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

Print Employee Name

Employee Signature

Date Signed

Print Manager/Supervisor Name

Manager/Supervisor Signature

Date Signed