



Job Title: **Adult Education Programs Specialist**  
 Department: **Office of Student Advocacy & Access**  
 Supervisor: **Adult Education Coordinator**  
 Lane Placement: **Licensed Salary Schedule 206**  
 Schedule: **8 hrs / 206 days**  
 Evaluation Group: **CTESS – Ed. Specialist**  
 FLSA Classification: **Exempt**

## **JOB DESCRIPTION**

The Adult Education Programs Specialist will be responsible to assist in the implementation of the 2014 Workforce Innovation and Opportunity Act (WIOA) Standards and the 2015 U.S. Departments of Education and Labor regulations as the rules become finalized. This Specialist will work collaboratively with the Director of Student Advocacy and Access, the Coordinator of Adult Education and the administration of South Park Academy to revise current course expectations, curricula and assessments to align with the new WIOA Standards, provide professional development and coaching to all Canyons Adult Education educators, and create sustainable community partnerships with the Division of Work Force Services, the Department of Vocational Rehabilitation, institutions of post-secondary education and other needed community agencies. This position works collaboratively with all students, educators, families and other district departments.

## **ESSENTIAL FUNCTIONS**

- Work collaboratively with all Canyons Adult Education and Corrections Education personnel to provide services in a unified, responsive and effective manner.
- Assist with Adult Education program appraisal and plans for implementation of new WIOA Standards to ensure plans are in compliance with Federal Law and District Policy.
- Assist with the preparations and documentation needed for Entrada Accreditation through AdvancED.
- Assist with the writing of Adult Education Grants to ensure the development of goals, strategies, and PD meet WIOA criteria for “alignment between proposed activities and services and the strategy and goals of the plans...to provide learning in context, including through integrated education and training, coordinating with other available providers of education training and social service resources in the community.” WIOA §463.20
- Assume responsibility to become the UTOPIA data specialist, providing timely and meaningful data to educators as well as providing training on how to use the data to adjust instruction with the goal of improving student mastery and outcomes.
- Broaden existing UTOPIA data collection methods, and develop valid and reliable interim progress measures which “document academic, technical, occupational or other forms of progress, toward the credential or employment.” WIOA § 677.155(a)(1)(v).
- Support Canyons in the collaborative efforts of USOE and other LEA’s to develop effective Specific Learning Objectives (SLO’s) to be used by and for adult educators under the new Utah Teacher Evaluation requirements.
- Assist with the transition planning and linkages needed “to assist adults in attaining a secondary school diploma and in the transition to postsecondary education and training, through career pathways”. (WIOA § 463.1)
- Support educators to align curricula to new Standards, provide instructional activities in context and create better assessments and use data in more targeted ways to ensure educational experiences prepare adults and OSY for further education, employment and economic success.

- In collaboration with current Adult Ed ESL teachers and leaders in Entrada, South Park and Family Learning Centers, enhance the Title II English Language Acquisition Programs by ensuring appropriate identification, placement, instructional services, and progress monitoring are in place to support advancement in language proficiency and academic progress toward a diploma or GED along a career pathway. (WIOA §463.32)
- Assist administration in developing sustainable, active and effective partnerships with DWS, Voc Rehab, Corrections and other community agencies to establish “one-stop centers” and “ensure priority of service”. WIOA § 680.600
- Working with USOE, Department of Corrections and South Park Administration and staff, implement the expanded AEFLA’s Corrections and the Education of Other Institutionalized Individuals proposed provisions to incorporate five new academic programs, including integrated education and training and career pathways. (WIOA § 463.60)
- Deepen educators’ awareness, understanding and respect for the challenges of generational poverty, and barriers to employment. Provide evidence-based strategies for diminishing the power of these challenges through increased student literacy and skills obtainment, providing explicit instruction in soft-skills needed for productive work and family relationships, and by providing attention to social/emotional/financial needs of adult students.
- Support the work of the Family Learning Centers to provide low-income parents with knowledge and skills needed to understand the importance of the parental role in the education and preparation of students to graduate from high school, college and career ready.
- Support the engagement of Out-of-School Youth, adult education students and parents through collaborative efforts with the National Network of Partnership Schools, Native American Parent Committee, Family Literacy Centers, Parents as Teachers, Entrada, and the minority outreach efforts of institutions of higher learning.
- Work collaboratively with the Evidence-Based Learning and Office of Civil Rights staff to plan and provide systematic personnel development for CSD educators related to appropriate instructional strategies to increase student achievement and for the Canyons Teacher Evaluation Systems of Support (CTESS).
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

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| <ul style="list-style-type: none"> <li>• This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.</li> <li>• To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.</li> <li>• The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.</li> <li>• Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.</li> </ul> |
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### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.
- Requires further training and clearance in order to obtain a credential to work at South Park Academy under the Direction of the Utah Department of Corrections.
- Requires a Master’s Degree.

- Requires a valid Professional Educator License for the State of Utah.
- Requires certification of Highly Qualified status as a secondary educator (any subject).
- Requires a minimum of five years successful experience in education.
- Requires documented successful experience working in Adult Education.
- Requires expertise with UTOPIA, TABE, BEST and GED.
- Requires master-level ability to communicate clearly orally and in written form with focused attention to details in all matters.
- Successful experience writing grants and/or providing professional development preferred.
- Prior experience with refugees, culturally diverse populations, Out of School Youth, Alternative Education, Corrections Education, and/or Generational Poverty preferred.
- Must be skilled in working with diverse groups, building consensus and maintaining focus on student needs.
- Must be able to take initiative, efficiently handle multiple priorities, work independently, be flexible and be a collaborative team player.
- Must demonstrate highest standards of integrity, professionalism and respect for others.
- Requires willingness and ability to work a modified schedule to align with Adult Education Programs.
- Strong work ethic and vibrant sense of humor essential.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

**PHYSICAL REQUIREMENTS**---*Not limited to the following:*

- Possesses the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, interaction with critical personnel, interaction with parents and community members, and consistent changes in the educational profession

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

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Effective date: 06/11/2020