

## **The Place of Forsyth/Dawson**

**Job Title: Adult Education Development Coordinator**

**Classification: Part-time; up to 20 hours weekly June-August/28 hours weekly Sept.-May; Weekday evening work required**

**Reports to: Workforce & Education Manager**

**Supervises: Instructors, Volunteers, Lead Childcare Attendant, Students**

### **SUMMARY**

The Adult Education Development Coordinator coordinates, administrates, and oversees all Adult Education Programs of The Place of Forsyth and Dawson. These courses are key to the self-actualization and self-sufficiency of residents of our local communities. This position requires an understanding of The Place of Forsyth County and Dawson as well as the populations served. The Coordinator is responsible for assessing and addressing the evolving educational needs of the community.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responsible for thinking strategically about the needs of the community related to adult education and family literacy and devising plans to meet those needs.
- Responsible for executing and coordinating the adult education, family literacy, and life skill courses and the volunteers needed to staff the program, including ESL, ABE, GED, Pathway to Citizenship Classes, Parenting Classes, computer classes, and more.
- Coordinate and serve as on-site administrator for summer study hall.
- This position will determine training programs for residents of The Cottage and case management clients.
- Responsible for oversight of the forklift training/certifications.
- Coordinator will also organize instructors, meals, childcare & volunteers for the courses when applicable and the marketing of these courses. The Coordinator will teach some courses & may serve as substitute in case of absences.
- Work closely with other staff to ensure the tight integration of literacy/adult education programs into existing training classes.
- In accordance with the Strategic Initiatives of The Place, increase the number of clients served, depth of relationships with those served, and the number of clients who become self-sufficient through these education, family literacy & life skills courses.
- Attend community meetings as needed and act as liaison with Literacy Forsyth, Lanier Tech & other educational partner organizations.
- Record & report attendance, progress & success statistics/stories.
- Responsible for the inventory of supplies such as computers, books, materials, etc. for courses.
- Develop annual budget for educational programs and monitor for compliance.

### **QUALIFICATIONS AND EXPERIENCE**

- Bachelor's Degree in Education, Psychology, Human Resources, or related degree.
- Must possess high level of integrity, dependability and be results oriented.

- Must demonstrate high level of course knowledge in adult education & project management skills.
- Computer skills working with MS Office (Word, Excel, etc.) and Outlook.
- Excellent verbal and communication skills.
- Flexibility and patience.
- Ability to manage and supervise others.
- Understanding and ability to work with people from diverse backgrounds and cultures.
- Ability to instruct one on one or in classroom setting.
- Proficient with virtual learning platforms such as zoom, Teams, etc.
- Ability to work independently and collaboratively with others.
- Must pass background check & drug screen.

***DISCLAIMER:*** *This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.*

*We are an Equal Employment Opportunity employer committed to providing equal opportunity in all our employment practices, including selection, hiring, assignment, re-assignment, promotion, transfer, compensation, discipline, and termination. The Place prohibits discrimination, harassment, and retaliation in employment based on race; color; religion; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; genetic information; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law. Violation of this policy will result in disciplinary action, up to and including immediate termination.*

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Life Skills Education and Family Literacy

### *Changing Lives; Changing Legacies*

The Place of Forsyth offers programs and opportunities that prepare and empower our adult students to achieve their educational, career, and personal goals. We provide a wide range of rich learning experiences that are created to inspire life-long learning among our students.

#### We believe

- In the joy of learning.
- In the transformative power of education.
- In building dreams.
- In the ability of all adults to learn.
- In teaching the student, not the material.

#### Our Educational Mission

- To teach adults in Forsyth and Dawson Counties and those in the surrounding areas the literacy skills they need to be successful on the job, at home, and in the community.
- To offer job training and career preparation courses to assist adults in reaching their potential personally and in their desired career pathways.
- To equip parents to build literate homes through literacy programs, resources, and training.
- To increase public awareness regarding the magnitude and negative effects of illiteracy.

#### Startling Statistics

- Currently, 45 million Americans are functionally illiterate and cannot read above a fifth-grade level
- 50% of adults cannot read a book written at an eighth-grade level
- 57% of students failed the California Standards Test in English
- 1/3 of fourth-graders reach the proficient reading level

- 25% of students in California school systems are able to perform basic reading skills
- 85% of juvenile offenders have problems reading
- 3 out of 5 people in American prisons can't read
- 3 out of 4 people on welfare can't read

<https://literacyproj.org/2019/02/14/30-key-child-literacy-stats-parents-need-to-be-aware-of/>

## Adult School

Many families are impacted by low literacy. When individuals learn how to read, write, do basic math, and use computers, they have the power to lift themselves out of poverty, find and keep sustainable employment, and ultimately change their lives. To ensure student success, students will undergo placement testing before enrolling in the appropriate course.

1. Tutor training - Volunteers will be required to attend a training session to better equip themselves to assist with adult student learning.
2. English as a Second Language (ESL) - This is an English course designed to improve the international student's ability to speak and understand English at normal conversational speed and to give the student the opportunity to continue improving pronunciation and oral fluency skills.
3. Teaching reading - This individualized reading program will provide support to adults in need of reading improvement.
4. Study skills - This course is a basic academic course teaching skills such as close reading, note-taking, material review, and quiz and test preparation. The course will also emphasize study routines, strategies for meeting deadlines, personal organization, filing and storage of academic materials, and time management.
5. Adult Basic Education (ABE) - This class is designed to lay the foundation of learning to students not yet working at a high school level. This includes the basics of reading, writing, and math. To be enrolled in ABE, students will be proficient in English and working below a 9<sup>th</sup> grade level.
6. General Education Development (GED) - This course is designed to prepare English proficient students who do not have a high school diploma and are working at or above a 9<sup>th</sup> grade reading level to earn their GED.
7. Study hall/computer lab - This is an open time designated for students of the adult school to come for study assistance and to use the ABE and GED prep programs on the computer.

8. Citizenship courses - This course is offered to assist those who wish to become citizens of the United States.

### Family Literacy

Parents' literacy skills, along with their attitudes about learning and formal education, have an immense impact on their children's academic achievement. These courses are designed to promote literacy and learning within families and offer support to the parents as they strive to help their children.

9. Parenting classes - This class utilizes Love and Logic at the present and is designed to enhance parenting skills and to equip the parents with the tools necessary to become even better parents.
10. Toddler/preschool education - This class will be offered as a series of sessions to provide parents with ideas to create an environment that promotes learning with their young children using age appropriate activities.
11. Homework helps - This class will be designed to teach parents how to support their children's learning and assist them with their homework.
12. Resource room - This is an educational library that will be stocked with education materials and print resources to assist families with helping their children learn.
13. Summer reading program - This is a reward based system that will encourage reading. Students earn prizes based on the number of books (or chapters) read.
14. Family book club - The book club will foster conversations between members of a family. Discussions will include identifying literary topics, expressing opinions and exchanging ideas. This will promote the idea of reading for pleasure.

### Life Skills

Essential life skills are a combination of academic skills and daily living skills necessary to participate as independently as possible in the community. Life skills allow us to effectively deal with the challenges of everyday living. These courses promote the acquisition of life skills.

15. Goal setting - This workshop teaches students to identify a need for setting goals and objectives to enhance their personal and career pathways, choose appropriate goals, and utilize SMART goals to ensure long-term success.
16. Finance and budgeting - This seminar is to train the students to create, balance, and maintain a budget which can be beneficial for the workplace as well as for the students' personal development.
17. CPR Courses - This course will offer basic first aid and life-saving training.
18. Self-care - This series of one-day seminars will include, but not be limited to, topics such as household management, cooking, cleaning, gardening, minor home repair, car maintenance, and time management.
19. Conflict resolution - This course will teach students to manage conflict between two or more parties and arrive at a peaceful resolution to a dispute. These skills can be beneficial in the work place as well in a student's private life.
20. Computer literacy - This class will teach basic computer proficiency skills. The class introduces a general knowledge of computers, software, hardware, and how they work. The program focuses on the ability to run and navigate applications rather than being able to program.
21. Driver's Ed - This course will prepare the students for the written driver's exam. This class is intended to educate students on appropriate driving skills and habits as well as responsible behavior in roadway transportation.
22. Forklift training - This is a course designed to teach driving a forklift to increase workplace safety and productivity. The student will receive a 3 year transferable certification at the end of the program.

**Population served reaches Dawson, Forsyth and surrounding counties. All socio-economic levels, documented & undocumented (GED, etc. enrollment assists students in achieving documentation), all races, languages, particularly Hispanic population, East Indian population. Referrals come from partner agencies including but not limited to: Ninth District Opportunity, school counselors, Family Connection, public library system, local law enforcement, DFACS, Rape Response, St. Vincent de Paul, Lanier Tech, Mountain Ed Charter High Schools, Goodwill Career Center, Parental Accountability Court, Drug Court, etc.**

Helpful stats

In 2021 - helped connect 275 people with jobs

Forsyth County, GA

- 5 Largest Ethnic groups
  1. White (non-Hispanic) 71.7%
  2. Asian (non-Hispanic) 12.9%
  3. White (Hispanic) 7.5%
  4. Black or African American (non-Hispanic) 3.32%
  5. Two + (non-Hispanic) 2.18%
- 22.5% of households speak a non-English language as their primary language
- 90.2% of residents are US Citizens

Dawson County, GA

- 5 Largest Ethnic groups
  1. White (non-Hispanic) 92.1%
  2. White (Hispanic) 4.2%
  3. Two + (non-Hispanic) 1.41%
  4. Black or African American (non-Hispanic) 1.05%
  5. Asian (non-Hispanic) 0.587%
- 0% of households speak a non-English language as their primary language
- 98.5% of residents are US Citizens

SOURCE: DATA USA

Updated 4/5/22