

Anoka Hennepin Independent School District #11

Position Standard

Adult Basic Education Services Coordinator

ABE Services Coordinate will coordinate student intake/assessment processes, manage assessment materials, coordinate data collection, and provide regular and requested data reports for the Metro North ABE Consortium and projects.

Essential Functions:

- Interpret, analyze data, communicate and prepare reports for management, staff and partners.
- Manage consortium and prepare reports for management, staff and partners.
- Manage consortium database software (MABE) system, student activity reporting system and provide staff development and communication to all nine consortium-member school districts (Anoka-Hennepin, Brooklyn Center, Columbia Hghts, Fridley, Spring Lake Park, Centennial, St Francis, Elk River, Forest Lake).
- Provide work direction to the assessment and accountability team.
- Complete annual Metro North ABE state report.
- Attend state assessment and data collection training.
- Monitor and facilitate consortium staff assessment training.
- Serve as an active member of the Metro North ABE Central Leadership Team (CLT).
- Perform other responsibilities and tasks as assigned.

Minimum Qualifications:

- Bachelor's degree and 1 to 3 years ABE experience.
- Experience with organizing programs and activities for adults.
- Strong communication and organizational skills.
- Ability to work collaboratively with a variety of people.
- Strong computer skills.
- Ability to be flexible and function well in a busy environment.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Must be able to lift a minimum of 20 pounds.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building/on site.

Preferred Qualifications:

- Staff supervision experience preferred.
- Experience in an ABE academic program preferred.
- Experience working with diverse populations preferred.
- Experience in data management preferred.
- Experience with training, coaching or teaching preferred.

Physical Factors:

Frequent: standing, walking, sitting, twisting/pivot, repetitive arm, simple grasp, firm grasp, fine manipulating, talking, hearing, and visual accommodation.

Occasional: lifting above shoulder, lifting waist to chest, lifting below waist, carrying, pushing, pulling, climbing, stooping, kneeling, feeling, reaching and exposure to weather when travel between district sites is required.