

RESA 6 Adult Basic Education Coordinator Responsibilities 2011-2012

Mandated by Policy:

- Policy 2420 Adult Basic Education (WV Code § 126-57-4)
- Policy 2444.4 GED®

WV State Board:

- OEPA On-Site Preparation
- RESA Annual Report
- RESA Strategic Plan
- RESA Web Page Update and Maintenance

WVDE:

- Adult Basic Education State Plan
- National Reporting System (NRS) Guidelines / Compliance
- Federal Core Guidelines / Compliance
- Workforce Investment Act (WIA) – Title II Adult Education & Family Literacy; mandated partner with WorkForce WV Career Centers
- Collaboratives / articulations with Department of Health & Human Resources, Division of Rehabilitation Services, Literacy WV, and community colleges
- Conduct and provide survey results, questionnaires, data completion reports, and detailed explanation of programs at the request of the state department

RESA:

- Budget Management (ABE Coordination and SPOKES grants)
- Monthly Meetings of Directors/Coordinators
- ABE Monthly Reports
- Supervision and evaluation of SPOKES teachers (5) and Career Development Consultant (1)
- WV Adult Education Association, Inc. – Board of Directors
- Friends of the College Board Member – WV Northern Community College
- Education Advisory Council – Northern Regional Jail & Correctional Facility
- Assist local programs in assessing ABE educational needs of the community
- Provide leadership to local programs in the marketing of Adult Basic Education to the community
- Develop public awareness of the availability of adult education services through communication and coordination of community-based organizations, businesses, governmental organizations, and volunteer literacy programs
- Assist in the development and implementation of specialized adult education programs
- Provide guidance and technical assistance to ABE program administrators, teachers and staff –
 - Goal setting
 - Grant application process

- AEMIS (data management system)
 - Learning gains and federal core measures
 - On-site evaluation process
- ☑ Attend local, state and national conferences related to adult education
- ☑ Coordinate and facilitate professional development offerings, in-service and pre-service training sessions, and staff meetings for ABE and SPOKES administrators, teachers and substitute teachers
- ☑ Monitor AEMIS (ABE data management system) for classroom reports and program improvements
- ☑ Coordinate workplace education training sessions with regional businesses and industry