

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 2205  
Instructional

FLSA: Exempt

**COORDINATOR, OTHER**  
**(ABE/GED/AAAE)**

**MAJOR FUNCTION:**

This position is responsible for providing curricular and technical support to teachers and administrators for adult basic education, GED preparation and applied academics for adult education [Adult Basic Education (ABE)/ General Education Development (GED)/ Applied Academics for Adult Education (AAAE)] classes.

**DUTIES AND RESPONSIBILITIES:**

- Coordinates the development and implementation of curriculum, learner prescriptions, required student assessment procedures and performance reporting for ABE/GED/AAAE programs
- Maintains ongoing support to teachers and administrators in implementing ABE/GED/AAAE classes
- Visits and monitors program sites regularly during day and evening to provide instructional resources and maintain interagency communication
- Promotes and develops on-site ABE/GED programs in community and school facilities in collaboration with school administrators
- Develops and provides related training and professional education for teachers
- Evaluates, recommends and distributes published instructional materials, instructional software and online instructional resources to teachers
- Assists with orientation and on-site induction of new teachers
- Assists with adult education grant proposal development and implementation of grant activities and reporting
- Stays current in FLDOE programmatic rules, processes and procedures for ABE, GED and AAEE i.e., course frameworks, student assessment requirements, data collection requirements
- Serves as a member of the Adult Education Central Staff and Pinellas Adult and Community Education (PACE) team
- Performs other related duties as assigned

**MINIMUM QUALIFICATIONS:**

A Bachelor's degree, certification in an academic subject area and at least five (5) years teaching experience in ABE, GED or AAEE.

**PREFERRED:**

Masters degree from an accredited college or university. Sound knowledge of ABE and GED curriculum, testing and instructional methods. Demonstrated experience in alignment of curriculum, instruction, and assessment for adult education. Demonstrated experience in effective teacher training.

ISSUED: 8/02/11; Board Approved 9/13/11

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an extensive list of all responsibilities and duties required of those in this classification.

**COORDINATOR, OTHER (ABE-GED-AAAE)**

<u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time		X			
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills				X	
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Coordinator, Other (ABE/GED/AAAE)– INS