# Program Coordinator II_Lead Teacher

## Job Description Form

<table>
<thead>
<tr>
<th>Division/Department</th>
<th>Center for Educational Opportunity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>2010 Bridge SW, Alb. NM 87105</td>
</tr>
<tr>
<td>Reports to</td>
<td>Center Director</td>
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</tbody>
</table>

**Level/Grade**

- **6**

**Type of position:**

- ☒ Full-time
- ☐ Part-time
- ☐ Contractor
- ☐ Intern
- ☐ Nonexempt

**Hours:** 40 / week

- ☒ Exempt
- ☐ Nonexempt

## SUMMARY

Responsible for teaching classes to adults, including curriculum development, lesson planning, and evaluation of student outcomes. Coordinates activities and functions of a designated program to ensure that goals and objectives specified for the program(s) are accomplished in accordance with established priorities, time limitations, funding limitations or other specifications. Through assessment, collaboration and research, develops and implements programming to meet the needs of the community. Provides leadership and guidance to members of the program team.

## RESPONSIBILITIES

- Provides classroom instruction in Adult Education at several levels and in multiple locations.
- Develops, revises and evaluates curriculum to meet the needs of the students.
- Evaluates students' progress regularly including using standardized assessment tools.
- Maintains current records on all students, including accurate attendance records.
- May coordinate, monitor or oversee the activities of subordinates.
- Develops and schedules program work plan in accordance with specifications and funding limitations; oversees daily operations and coordinates activities of program; determines priorities.
- Monitors and approves program expenditures ensuring that budget allocations are not overspent.
- Prepares periodic reports, financial statements and records on program activities, progress, status or other special reports for management or outside agencies.
- Evaluates program effectiveness to develop improved methods; devises evaluation methodology and implements; analyzes results and recommends and/or takes appropriate action.
- Provides coverage as needed during staff shortage.
- Makes recommendations and provides strategy for implementation of new programs and services.
- Establishes partnerships within the community to assess needs.
- Collaborates with community partners to implement programs.
- Reviews applications or other program documents independently or in conjunction with supervisor to determine acceptance or make decisions pertaining to the program.
- Implements and enforces agency policies and procedures.
- Responds appropriately to the cultural differences present among the Agency’s service population.
- Incorporates and demonstrates the mission, vision, work, core value and activities of Catholic Charities in a positive manner with all staff, clients and the general public at all times.
Division/Department | Center for Educational Opportunity
---|---
Location | 2010 Bridge SW, Alb. NM 87105
Reports to | Tara Armijo-Prewitt
Title | Center Director

**RESPONSIBILITIES**

- Performs other duties assigned by the supervisor.
- Reports to supervisor.

Note: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle or feel, and talk or hear. The employee is frequently required to walk or stand, reach with hands or arms, climb or balance, stoop or kneel. Specific vision abilities required by this job include close and distance vision.

**WORK EXPERIENCE REQUIREMENTS**

- Three years minimum of program administrative and instructional experience.
- Three years’ minimum of supervisory experience.
- Valid NM driver’s license and a clean driving record.
- Multicultural experience preferred.
- Must be able to work independently with minimum supervision and able to relate to the public.
- Knowledge of issues pertaining to the area of assignment.
- Knowledge of budgeting and accounting principles.
- Skill in organizing work of self and others.
- Proficient or advanced in Microsoft Office and Google Suite.
- Strong command of the English language and excellent writing skills.
- Demonstrated ability to write clear, concise reports, computer literate and able to meet deadlines and other administrative requirements.

**EDUCATION REQUIREMENTS**

- BA degree in education, or another relevant field, OR a satisfactory equivalent combination of education and recent experience.
- NM Teaching Licensure preferred.
- Bilingual in English/Spanish is preferred.

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### Employee’s Signature:

______________________________ Date___________

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**THIS SECTION IS COMPLETED BY HUMAN RESOURCE**

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<tr>
<th>REVIEWED BY</th>
<th>Title</th>
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<td>APPROVED BY</td>
<td>Title</td>
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<td>DATE POSTED</td>
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<tr>
<td>DATE HIRED</td>
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Job Duties

- Coordinates workforce development initiatives for Center for Educational Opportunity staff and students.
- Collaborates with other agency directors and staff to offer career pathways programming to other CC departments and community partners, specifically participants in Housing Assistance and Refugee Support.
- Prepares periodic reports and records on program activities, progress, status or other special reports for management (including board members), office of communications, and outside agencies.
- Works with trainers and instructional staff to ensure training delivery, materials, and spaces are compliant with the procedural policy as established by program stakeholders/sponsors, including NMHED, NMWFCC, and AGCNM.
- Evaluates program effectiveness to develop improved training methods and retention; devises methods for program review and analyzes results in order to recommend and/or take appropriate action.
- Designs and circulates promotional material for career pathways programming.
- Performs basic upkeep and maintenance on training simulators and tools, including downloading and installing system updates and reporting problems to appropriate tech support staff.
- Provides coverage as needed during staff shortage, including substitute instruction and test proctoring.
- Coordinates employer and community presentations for staff and students.
- Develops and facilitates work readiness pre-assessments for Career Pathways students and offers pre-employment training to students as needed. Sets program eligibility requirements according to level of curriculum, funding process, and state and local workforce development plans.
- Researches new programs and services, including English for special purposes classes, career pathways initiatives for returning citizens, and work-based learning programs. Makes recommendations and provides strategy for implementation of new programs and services.
- Submits Integrated Education and Training checklists and end-of-year reports to NMHED for review.
- Collaborates with community partners to implement programs and recruit students.
- Maintains network of industry employer partners and promotes programming at local workforce events, including career and resource fairs.
- Researches grants and alternative funding opportunities and creates documentation for funding applications.
- Implements and enforces agency policies and procedures.
- Respond appropriately to the cultural differences present among the Agency’s service population.
- Incorporate and demonstrate the mission, vision, work, core value and activities of Catholic Charities in a positive manner with all staff, clients and the general public at all times.
- Performs other duties assigned by the supervisor.
- Reports to supervisor.