

**CROWDER COLLEGE  
POSITION DESCRIPTION**

<b>Status:</b> FT, 12 months	<b>Title</b>	HEP Site Coordinator
<b>Revised:</b> 7/23/08	<b>Department</b>	Student Services, High School Equivalency Program (HEP)
<b>Level:</b> Professional	<b>IPEDS</b>	Other Professional
<b>FLSA:</b> Exempt	<b>Reports to</b>	Migrant Programs Assistant Director

**POSITION SUMMARY**

The Coordinator is responsible for monitoring the High School Equivalency Programs off-site classrooms by managing administrative issues with instructional sites and coordinates state GED testing for HEP students during the academic year. Reporting to the HEP Director or his/her designee, the responsibilities of this position include serving as HEP's primary on-site liaison to administrators/staff of the High School Equivalency program.

**MAJOR FUNCTIONS**

1. Open, close, monitor and visit classrooms assigned to the High School Equivalency Programs.
2. Ensure proper equipment storage and monitor supplies. Troubleshoot facility and equipment issues.
3. Ensure classroom conditions are maintained. Provide monthly reports to the HEP Director, or his/her designee
4. Under direction from department leadership, evaluate training programs delivered at off site facilitates/ work groups, teams, and/or meetings. Creates a positive environment, evaluates group processes, recommends solutions or alternatives, etc.
5. Under direction from department leadership deliver education, training and development priorities based on assessed needs, education / business community and grant impact and available resources.
6. Provide consultation, analysis, facilitation, research in all areas related to the education, training and development of offsite location. Arrange training for individuals or groups within a framework of available programs both in-house and off-site courses; monitors and evaluates programs, processes and/or practices for quality and effectiveness; makes recommendations for improvement.
7. Advises teachers and staff on appropriate training courses, counseling individuals as necessary. Conduct new employee orientations and manage the new employee orientation process and materials.
8. Manage the telecommuting program and maintain appropriate documentation.
9. Manage the graduation, award and recognition program and process.
10. Coordinate the maintenance of accurate training records, monitor costs and maintain budgetary control of training activities. Identify and implement Work-Life balance activities for employees i.e. identify topics of interest and schedule the events. Participate in initiatives and organize such initiative/activities with the off site locations.
11. Conduct New Reporting Relationship meetings and teambuilding sessions for teachers and staff.
12. Design, schedule, and communicate the student / teacher training curriculum.
13. Initiate and manage contracts for all vendors/consultants.  
Collaborate with staff / leadership to improve, maintain and update print and presentation materials.
14. Assist in the production of videos or multimedia products.
15. Develop plans to ensure student/ teacher satisfaction with course materials
16. Coordinate current and future HEP instructional sites
17. Serve as first contact for site hosts and instructors regarding administrative issues
18. Coordinate state GED testing for HEP testers
19. Coordinate student retention
20. Verify HEP student migrant status and eligibility
21. Perform other related duties as assigned by the Director.

**KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE**

- Associate degree in education, counseling, higher education, or related field. Bachelor's preferred.

- One year of experience with educational programs for migrant and/or disadvantaged persons required
- Demonstrated ability to communicate effectively in both written and oral forms
- Demonstrated fluency of the Spanish language required
- Demonstrated sensitivity to the needs of migrant and economically and educationally disadvantaged persons
- Freedom from racial and ethnic biases
- Must have valid driver's license and ability to drive to various sites

### **EQUIPMENT/SOFTWARE**

Information Technology Abilities required: (to be selected from IT abilities list)

Ability to operate a personal computer using the Windows environment.

Ability to understand operating a personal computer within the Crowder College

Network environment.

Ability to use E-mail.

Ability to perform basic CCSIS functions.

Ability to perform basic word processing using MS Word.

### **POSITIONS SUPERVISED**

Administrative Assistant, Work Study Students, and Teachers as needed.

### **WORKING CONDITIONS**

1. Generally indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **PHYSICAL DEMANDS**

1. Generally sedentary work involving sitting most of the time but will involve mobility within the campus and various sites.
2. Input, access and distribute information using computers.
3. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms' stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

### **CREATIVE AND ANALYTICAL SKILLS**

1. Ability to define problems collects data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.

### **LANGUAGE/COMMUNICATIONS SKILLS**

1. Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.
2. Ability to read, write, speak and understand both English and Spanish.