

Kalamazoo Public Schools

Every child. Every opportunity. Every time.

July 13, 2018

**KAE/TIA Navigation Specialist
Kalamazoo Adult Education Program**

\$22.61/hour

(12 hours for 30 weeks, Monday – Thursday 9:00 a.m. – 12:00 p.m.)

Scope of Responsibilities

Works with the AE Leader, staff, and students of the Kalamazoo Adult Education Program to help address identified barriers to retention, promote academic success, transition to another program, and aid in career and college transitions.

Performance Responsibilities

1. Assist in the recruitment, enrollment, and retention of students.
2. Assist with the development of post-graduate plans/ALP updates until successful program completion.
3. Assist with the connection of students to appropriate community resources.
4. Assist teachers, staff, and students with contextualized learning and soft skills for employability.
5. Maintain records of student's progress and participation using scheduled appointments, follow-up calls, referrals, adult learning plans, and other items assigned by the AE Leader.
6. Assist in developing and promoting career and college preparation by facilitating group learning, guest speakers, and other activities.
7. Assist in the management and monitoring of student behavior for retention and success with reporting to AE Leader.
8. Assist AE Leader with the implementation of positive, responsible behavior strategies.
9. Assist in collecting data using **ALP**, Excel, and other items necessary for reporting and outcome purposes.
10. The employee may be assigned other duties as assigned by the AE Leader.

Minimum Qualifications

1. Associate's degree in education, human services, or related field
2. Knowledge of the characteristics of adult learners
3. Excellent written and oral communications skills
4. Experience in developing individualized educational or adult learning plans
5. Experience in administering formal assessments for student skill evaluation
6. Ability to work a flexible schedule
7. Work that requires interaction with other agency employees
8. Ability to interact successfully with a diverse population of students that create a multi-cultural setting
9. Technology/computer usage.

Desirable Qualifications

1. Counseling or career pathways certification
2. Counseling or career pathways certification
3. Experience with AE curriculum and testing process
4. Experience with AE curriculum and testing process
5. Training in learning styles, differentiated and contextualized learning for students
6. Experience working with adults who have learning or physical disabilities.

Please apply online at www.kalamazoopublicschools.com.

This job will remain posted until filled.

Kalamazoo Public Schools is an Equal Opportunity Employer.