

(REVISED 6-15-00)  
9-21-06  
6-01-09  
10-24-11

## JOB DESCRIPTION

**TITLE:** FACILITATOR, POST SECONDARY (ADULT LITERACY, CAREER EDUCATION, ADULT MIGRANT & REFUGEE PROGRAMS)

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Bachelor's degree in Education, Guidance or related adult, career or technical field required. Minimum of two years work experience in adult programs. Working knowledge of Adult and Career Education; strong organizational skills; computer skills; in various presentation programs and databases; experience with educational programming and community services. Demonstrated ability to work effectively with the business community, competency to deliver presentations to community organizations.
Language Skills	Ability to read, analyze, and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to administrators, public groups, and/or boards of directors.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical fundamentals of advanced algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	N/A
Reasoning Ability	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee is required to talk and hear. The

employee is occasionally required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms; stoop, kneel, crouch, or crawl. The employee occasionally lifts and/or moves up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

**Work Environment**                      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. The noise level in the work environment is usually moderate.

**REPORTS TO**                              Post Secondary Program Administrator

#### **GENERAL RESPONSIBILITIES**

1. Assists in the implementation of Adult and Career Education for post secondary program services for Collier County.
2. Provides and coordinates services and experiences as necessary and appropriate for students to participate in school-based and work-based activities by collaborating with the program staff, school staff, community agencies and businesses.

#### **SPECIFIC RESPONSIBILITIES**

1. Assists school staff in career education development by creating partnerships that provide work experience and job opportunities.
2. Attends appropriate meetings to act as link to community and businesses interested in designing career and technical education programs and grants.
3. Takes a lead, in conjunction with guidance counselors, for activities that coordinate involvement of employers, schools, and students (i.e., matching students with school-based and work-based learning opportunities and jobs).
4. Maintains professional competence through staff development activities, including use of technology for career development, and participation in district, state, and/or self-selected professional growth activities.
5. Keeps informed of the business industry's job entry requirements and updates staff on emerging trends.

6. Completes all required reports, surveys and other paperwork required for the program.
7. Articulates the vision of Career and Adult Education to all community stakeholder groups.
8. Manages and monitors the eligibility determination, program enrollment, placement and reporting activities related to program participants.
9. Monitors student attendance and performance in achieving academic and employment goals.
10. Maintain program budgets as directed by Post Secondary Site Administrator.
11. Assists with staffing assignments.
12. Performs such other duties as assigned.