

Richmond Community College

Job Description

Position Title: Adult Education Retention Coordinator

General Description: Under the authority of the Vice President of Workforce and Economic Development and the direct supervision of the Director of Adult Education and High School Equivalency, the Adult Education Retention Coordinator will provide critical support and assistance to the Director of Adult Education and High School Equivalency in the specific areas of Correctional College and Career Readiness (CCR) programming and overall CCR student retention. Will assist other CCR staff in all retention functions.

Duties and Responsibilities of the Position:

1. Supervise all prison CCR programs and instructors and conduct periodic personnel evaluations as required by the College.
2. Generate start forms and revisions, obtain substitutes, monthly payroll, faculty observations, class visitations, end of semester paperwork, and other required paperwork and submit in a timely manner.
3. Ensure faculty and staff understand and follow state and NRS guidelines, including the state assessment policy.
4. Reviews needs for equipment, supplies, and instructional materials and recommends purchase.
5. Serve as the point of contact/liaison between prison and College CCR staff. Attend all meetings required by the College and/or correctional facility.
6. Perform weekly Web Attendance reconciliation with submitted student sign-in/sign-out sheets.
7. Monitor and conduct internal audits of designated CCR classes each semester.
8. Fulfill annual training requirements per Richmond CC and DPS policy.
9. Assist in the refining and implementation of the College and Career Readiness Retention Plan.
10. Attends and assists with orientations as needed.
11. Meets one-on-one with students to help in goal setting, career advising, referring to supportive services for assistance in overcoming barriers to improve student retention, completion, educational advancement and/or the attainment of employment.
12. Follows up by calling potential students to schedule appointments for orientation.
13. Assists instructors and coordinators by calling and/or writing to dropped students and those with attendance concerns offering alternatives when possible.
14. Maintains records of student advising, referrals made, and retention efforts with students.
15. Other duties as assigned.

Position Qualifications:

Knowledge, Skills and Abilities:

1. A demonstrated understanding and commitment to the open door philosophy of the community college as well as a commitment to student learning is required.

2. Strong oral and written communication skills; ability to work independently with minimal supervision. Must be able to meet and deal effectively with staff, instructors, students and the general public. Demonstrate empathy and understanding for the adult learner and demonstrate an understanding of students' special needs and challenges. Detailed record keeping experience preferred and the ability to organize data and develop documents.
3. Qualified applicants must have a demonstrated competence in the application and use of MS Office. A working, conceptual knowledge of Moodle, or similar LMS is beneficial. A demonstrated knowledge of budget management is valued as well as the ability to assess programming options relative to budget options. This position requires periodic work within a prison setting and all DPS custody and training requirements must be obtained and maintained.

Minimum Education and Experience:

1. Bachelor's degree required; a minimum of 3 years of progressive, management experience or equivalent is required. Computer experience required with a familiarity with MS Office Suite of products. Must have experience in mentoring, evaluating, and coordinating student educational plans. Experience in a correctional education setting is preferred. Experience in curriculum or program development or similar experience is preferred.

Salary Level: 8

Location: James Building - Hamlet

Questionnaire for

Compliance with Americans with Disabilities Act

Interview guide for collecting job analysis information

Job Title: Adult Education Retention Coordinator
Division: WED
Location: James Building/MCI and SCI
Supervisor's Title: Director of Adult Education and High School Equivalency

Department: WED
Shift: 1st

1. General Purpose of Job. Briefly describe the job's primary purpose or contribution to the department or organization.
 See job description.

2. Duties and Responsibilities. List the job's essential or most important functions and responsibilities. Include all important aspects of the job -- whether performed daily, weekly, monthly, or annually; and any that occur at irregular intervals.
 See job description.

3. Supervisory Responsibilities. If this job supervises others, give the name of unit(s) or department(s) managed and number of employees supervised. If there are subordinate supervisors, list them also.
 none

4. Physical Demands:

4A. how much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use hands to finger, handle or feel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4B. Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4C. Does this job have any special vision requirements? Check all that apply.

- ☒ Close vision (clear vision at 20 inches or less)
- ☒ Distance vision (clear vision at 20 feet or more)
- ☒ Color Vision (ability to identify and distinguish colors)
- ☒ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☒ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ☒ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- ☐ No special vision requirements

4D. Make notes on the specific job duties that require the physical demands selected above.

Employee must be able to maintain spatial awareness, teach, maintain classroom.

5. Work Environment:

5A. How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Wet, humid conditions (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5B. How much noise is typical for the work environment of this job? Check the appropriate level below.

- ☐ Very quiet (Examples: forest trail, isolation booth for hearing test)
- ☐ Quiet (Examples: library, private office)
- ☒ Moderate Noise (Examples: Business office with typewriters and/or computer printers, light traffic)
- ☐ Loud noise (Examples: metal can manufacturing, department, large earth-moving equipment)
- ☐ Very loud noise (Examples: jack hammer work, front row at rock concert)

5C. Make notes on the specific job duties that are affected by the environmental conditions selected above.

6. Comments. Include any other information that will aid in the preparation of an accurate description of this job.

7. Questionnaire prepared by:

Name: _____ Date: _____

Title: _____

Basis for knowledge of job: ☐ hold job now; ☒ supervise job; ☐ other (explain)

Exposure Determination for Bloodborne Pathogens

All position descriptions, including administrative and support personnel, whether paid or volunteer, must be evaluated by the appropriate department chairman/head and a Risk of Exposure to Bloodborne Pathogens Classification I or II be assigned to the position as it applies to each employee's work location. In situations where jobs of the same title entail substantially different categories of risk based on the department to which assigned, job titles will be modified to include the unit name thereby creating a newer, more specific description for that position.

For jobs which fall into Classification II, a list of tasks or procedures which present an occupational exposure to those employees should be prepared and appended to the job description. Assignment of personnel to a new department in the same basic job may necessitate a formal change of job title to ensure that they will receive training according to that job's risk classification. This must be reviewed on an annual basis by department managers for all job titles which they supervise or manage.

_____ CLASSIFICATION I

This includes jobs in which required tasks routinely involve a potential for mucous membrane or skin contact with blood, body fluids, tissues or potential spills or splashes. Use of appropriate measures is required for every employee performing these tasks.

_____ CLASSIFICATION II

This includes jobs in which required tasks normally do not involve exposure to blood, body fluids or tissues, but may require performing unplanned Classification I tasks. In these jobs the normal work performance involves no exposure to blood, body fluids or tissues. However, exposure or potential exposure may be required as a condition of employment or class performance.

_____ PERSONNEL NOT COVERED BY THE STANDARD

This includes jobs in which required tasks involve no greater exposure to blood, body fluids, or tissues that would be encountered by a visitor. The normal work/class performance involves no exposure to blood, body fluids, or tissues that would be encountered by a visitor. The normal work/class performance involves no exposure to blood, body fluids, or tissues and the employee can decline to perform tasks which involve a perceived risk without retribution.

NOTE: All employees who do not fit into Classification I or II will fall into a third category not covered by the Standard.