

## **Job Description**

**(GRANT FUNDED)**

**Job Title:** Career Coach for Adult Ed

**Job Classification:** Non-Exempt

**Supervisor:** Regional Education Specialist

**Pay:** up to 29 hours/week @ \$30/hour

### **Job Summary**

The career coach serves as a resource teacher and is responsible for developing activities for adult students to participate in career assessment, resume development, job search, goal setting, workforce skill development, and college and workforce transition.

### **Essential Duties**

1. Support adult education students seeking college and career guidance.
2. Develop college and career preparation activities for either classroom or individual settings to include access of online resources.
3. Coordinate opportunities for community partners and employers to engage with adult education classes.
4. Collaborate with adult education staff to plan instructional schedule for learner persistence that results in the identified program outcomes.
5. Maintain accurate data and student records using the VDOE Adult Student Profile Document
6. Assists with program registration and assessments as needed.
7. Participate in staff development activities, staff meetings and curriculum development activities as required or assigned.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Performs any other related duties as assigned by the Regional Education Specialist or other appropriate administrator.

### **Job Specifications**

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

A Bachelor's or Master's degree in education or a related field. Experience teaching adult students or workforce is preferred. Must possess the ability to communicate effectively, both orally and in writing. Must possess excellent organizational, planning, and human relations skills. Must have the ability to establish and maintain effective working relationships with adult learners, specialists, program managers, school administration, and business/community partner agencies. Individual must possess knowledge of content, curriculum, methods, materials, and equipment appropriate for instructing adult learners in obtaining a GED®, Career Readiness Certificate, and Digital Literacy credentials. Must demonstrate a commitment and ability to serve a diverse community, including low-income families and English language learners. Self-motivated and able to work at a standalone satellite site. Ability to manage and maintain a professional classroom, providing instruction to adult participants whose basic skills are below the twelfth grade level. Possess working skills in the use of technology to deliver Distance Education instruction, communicate via e-mail and teach basic computer skills to the adult learner.

### **Working Conditions & Physical Requirements**

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

**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. Duties are normally performed in a school/classroom environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Regional Education Specialist

*This job description in no way states or implies that these are the only duties to be performed by this employee. Adult Education Career Coach will be required to follow any other instructions and to perform any other related duties as assigned by the Regional Education Specialist or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) Signature Date

6/2026 JSA