



AUGUSTA ADULT & COMMUNITY EDUCATION

If you are looking for value driven, innovative work that requires you to rely on expertise as well as creativity and compassion, Augusta Adult and Community Education is seeking an experienced Academic and Career Advisor.

Adult education is a unique learning environment that provides multiple pathways to achieving educational goals. We provide programming in High School completion credentials, Workforce Training and Professional Development, College Preparation, as well as a multitude of lifelong learning opportunities. We encourage outside the box thinking and creative approaches in how we support our learners.

PERFORMANCE RESPONSIBILITIES:

- Provides crisis intervention for learners when difficult situations occur
- Connects learners to outside resources in order to resolve behavioral, academic, and other issues interfering with educational goals
- Confers with parents or guardians, teachers, administrators, and other professionals to discuss learner progress
- Conducts intakes and orientation for new and returning adult learners
- Assists in determining priorities for learners' educational goals and their resource needs
- Advises learners in educational planning, including program selection
- Provides career and postsecondary admissions counseling
- Develops and executes Adult Education outreach program, including tracking alumni progress after completion, highlighting success stories, and recruiting new learners
- Coordinates implementation of team-wide protocols to ensure retention of current learners
- Collaborates with employers, academic institutions, the Maine Department of Labor, and other college and career partners to deliver integrated education and training programs (IETs)
- Creates and delivers curriculum, including Academic and Career Advising, professional portfolios, and WorkReady
- Assists in maintaining accurate and complete student records as required by laws, district policies, and administrative regulations
- Tracks multiple indicators to assess the effectiveness of instruction, training, mentoring, and advising
- Performs all other related duties as assigned by the Director of Adult Education

Qualifications:

- Bachelor's Degree or higher in education, mental health, social work, or related field
- Experience supporting adult learners in achieving their career and educational goals
- Experience developing, implementing, and/or managing outreach programs
- Experience with a variety of modern digital office tools, including Google Suite/Microsoft Office Suite, video conferencing software, and databases, especially learning management systems and student information systems
- Self-driven, positive, creative, and passionate about education

To apply for this position please submit an application, resume, cover letter and copy of your current license via email to hemery@augustaschools.org

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYEE