

CITY OF AUGUSTA

Department of Public Schools

JOB DESCRIPTION

- TITLE:** Adult Education EDUCATIONAL TECHNICIAN - Counselor
- REPORTS TO:** Director of Adult Education and under the general supervision of the Adult Education Counselor(s).
- JOB GOAL:** To assist in the preparation and administration of the HISET tests and transition to future job training or further education opportunities.

QUALIFICATIONS:

1. A minimum of 45 credit hours of approved study in an educationally related field preferred;
2. Successful background, criminal records, fingerprinting and reference check;
3. Prior experience working within the educational environment
4. Ability to communicate and interact positively and effectively while maintaining confidentiality

PERFORMANCE RESPONSIBILITIES:

- Assists in registering students for the HISET, answering questions, recording registration fees and refunds.
- Administers and corrects HISET pre-tests.
- Maintains accurate records of students for state and federal audits
- Conducts one-on-one or small group instruction with indirect supervision.
- Prepares materials for use with students; assist with analyzing papers and filing reports in collaboration with the adult education counselor(s).
- Actively participates in on-going in-service training.
- Maintains confidentiality regarding records, conversations, test results, and student work.
- Provides input to the Adult Education Director and staff upon requests.
- Maintains a strong rapport with colleagues and other staff.
- Performs all other related duties as assigned by the Director of Adult Education

TERMS OF EMPLOYMENT:

Non-represented position, Part time position, up to 28 hours per week. Salary ranges \$13.31-20.68 based on experience.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

- **External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of reasonable accommodations to be determined by management on a case by case basis.**

Approved by: _____
Superintendent of Schools

Date: _____