

# **CITY OF AUGUSTA**

## **Department of Public Schools**

### **JOB DESCRIPTION**

**TITLE:** **Adult Education – Academic and Career Advisor**

**REPORTS TO:** **Director of Adult Education**

**JOB GOAL:** The Augusta Adult Education Academic and Career Advisor is responsible for supporting adult learners, including guiding them to the programs most appropriate for their educational goals.

**QUALIFICATIONS:**

1. Bachelor's Degree or higher in education, mental health, social work, or related field
2. Experience supporting adult learners in achieving their career and educational goals
3. Experience developing, implementing, and/or managing outreach programs
4. 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
5. Self-driven, positive, creative, and passionate about education

**PERFORMANCE RESPONSIBILITIES:**

1. Provides crisis intervention for learners when difficult situations occur
2. Connects learners to outside resources in order to resolve behavioral, academic, and other issues interfering with educational goals
3. Confers with parents or guardians, teachers, administrators, and other professionals to discuss learner progress
4. Conducts intakes and orientation for new and returning adult learners
5. Assists in determining priorities for learners' educational goals and their resource needs
6. Advises learners in educational planning, including program selection
7. Provides career and postsecondary admissions counseling
8. Develops and executes Adult Education outreach program, including tracking alumni progress after completion, highlighting success stories, and recruiting new learners
9. Coordinates implementation of team-wide protocols to ensure retention of current learners
10. Collaborates with employers, academic institutions, the Maine Department of Labor, and other college and career partners to deliver integrated education and training programs (IETs)

11. Creates and delivers curriculum, including Academic and Career Advising, professional portfolios, and WorkReady
12. Assists in maintaining accurate and complete student records as required by laws, district policies, and administrative regulations
13. Tracks multiple indicators to assess the effectiveness of instruction, training, mentoring, and advising
14. Performs all other related duties as assigned by the Director of Adult Education

**TERMS OF EMPLOYMENT:**

Non-represented position, 40 hours per week. Full time positions are benefit eligible.  
Salary rate based on degree level and experience.

Evaluation: Performance for this position will be evaluated annually by the Adult Education Director based on the role description and on goals established on a yearly basis.

*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: \_\_\_\_\_

\*DRAFT