

## UNION PUBLIC SCHOOLS JOB DESCRIPTION

Position Title: **Guidance Specialist**  
Department: Adult Basic Education (ABE)  
Reports To: Director of Adult Education

**FLSA Designation:** Exempt

**SUMMARY:** To plan and provide ABE/ESL guidance and instruction to adult students through Union's Adult Learning Center including satellite locations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other duties may be assigned.

- Contacts prospective students who have called or emailed with questions about Union Adult Learning Center (UALC) and the next steps for students.
- Confers and collaborates with students to identify learning barriers in order to link students with other UALC staff, Union programs, and community outreach entities such as public health, welfare and social service agencies who work with students and schools to ascertain additional social services available to students.
- Confers and collaborates with Director and other ABE staff regarding student needs and interests as related to their individual educational/career pathway.
- Confers and collaborates with community partners such as, employment training partners to plan for curricula and instructional strategies to prepare students for postsecondary education or training, career advancement, and economic self-sufficiency in the workforce.
- Facilitates and nurtures partnerships with employment training and industry partners who can place students in vocation training and job shadowing opportunities.
- Facilitates student Orientation/Enrollment sessions which include the following:
  - Introduces and communicates program information
  - Ensures attendance is recorded for all students who are present
  - Instructs new students to complete enrollment paperwork
  - Proctors and scores enrollment assessments for new students
  - Provides students with class location, dates, and times.
- Guides students in selecting coursework that leads to readiness for postsecondary education or training, career advancement, and economic self-sufficiency.
- Guides students to learn academic skills, workplace skills, and other employability skills required for job shadowing, employment training, and career development.
- Meets with students to create an educational/career pathway to aid students in reaching their individual academic, career, social, civic, and post-secondary goals.
- Contacts students with poor attendance or those close to reaching the number of attendance hours required for post-test assessment.
- Proctors and scores post-test assessment with students who meet the attendance criteria.
- Participates actively in collaborative meetings with other ABE teachers and colleagues to investigate and explore available curricula and best practices to include in adult basic education and ESL instruction.
- Participates actively in curriculum development relevant to the instruction of adult English language learning and interactive literacy activities between parent or family members and their children.
- Facilitates training for staff and students on the use of online curriculum and assessment tools.
- Facilitates training for parents or family members regarding how to be the primary teacher for their children and full partners in the education of their children.
- Communicates with teachers for class coverage in the event a teacher is unable to teach a class.
- Serves as a member of an interview team.
- Works well with other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties as assigned by administrator.

**SUPERVISORY RESPONSIBILITIES:** None.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE REQUIREMENTS:** Bachelor's Degree required.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Oklahoma Teaching Certificate

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the ABE community.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:** Ability to develop effective working relationships with staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies.

**PHYSICAL DEMANDS:** 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is almost continuously required to sit, and talk or hear. The employee is occasionally required to walk and stand.

**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.

The noise level in the work environment is usually quiet to moderate, although it can vary depending on daily activity.