

**POSITION DESCRIPTION**  
**NORTHFIELD PUBLIC SCHOOLS**  
May 2024

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Adult Basic Education Volunteer Coordinator	<b>Department:</b> Community Education
<b>Immediate Supervisor's Position Title:</b> Adult Basic Education Manager	<b>FLSA Status:</b> Non-Exempt
<b>Band/Grade/Subgrade:</b> A-1-3	<b>Bargaining Unit:</b> Other Staff
<b>Job Summary:</b> The ABE Volunteer Coordinator recruits, trains, coordinates, supports, and supervises classroom volunteers and provides general classroom, student, and staff support for Adult Basic Education programming.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Performs Volunteer Coordinator and ABE support functions in multiple locations across the consortium.
<b>Percent of Time:</b>	98%	
<p><b>Tasks involved in fulfilling above duty/responsibility:</b></p> <ul style="list-style-type: none"> <li>● Recruit skilled, reliable, long-term volunteers for ABE programming</li> <li>● Work with ABE teachers to ensure volunteer needs are met</li> <li>● Screen ABE volunteers in accordance with school district, MDE, and program requirements</li> <li>● Onboard and coordinate ABE volunteers</li> <li>● Train, and assign training to, ABE volunteers</li> <li>● Recruit substitute volunteers for ABE programming</li> <li>● Monitor and follow up on MDE and program volunteer training requirements</li> <li>● Support ABE volunteers</li> <li>● Supervise ABE volunteers</li> <li>● Remove or dismiss ABE volunteers if needed</li> <li>● Maintain and update volunteer records as required by MDE in the Student Information Database</li> <li>● Design and carry out regular volunteer recognition and appreciation</li> <li>● Attend ABE staff meetings</li> <li>● Attend professional development as requested by ABE Manager</li> <li>● Contact current and new students and perform outreach</li> <li>● Assist with preparing reports as requested by manager</li> </ul>		

- Assist ABE staff as needed
- Work independently
- Work at multiple locations and with flexible hours

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Other duties as assigned
<b>Percent of Time:</b>	2%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>				
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.) High School Diploma or GED		
	less than high school diploma	<b>Major field of study or degree emphasis:</b>		
X	High school diploma or GED.			
	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level	<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>		
	2nd year graduate level			

<b>Doctorate level</b>	<ul style="list-style-type: none"> <li>● Knowledge of adult learning and unique needs of adult learners</li> <li>● Knowledge of the challenges and responsibilities of teaching adults with a wide range of first languages and formal education levels</li> <li>● Knowledge of volunteer management</li> <li>● Knowledge of volunteer recruitment</li> <li>● Knowledge of general subject material, concepts and issues related to subject of assignment</li> <li>● Knowledge of ABE professional development resources and providers</li> <li>● Knowledge of MDE-approved distance learning platforms</li> <li>● Knowledge of Adult Basic Education content standards</li>   <li>● <b>PREFERRED SKILLS:</b></li> <li>● Bilingual</li> <li>● Excellent communication and interpersonal skills</li> </ul>
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**Required Work Experience in Addition to Formal Education/Training:**

**Required Supervisory Experience:**

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b>
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<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>● Recruiting, supporting, coordinating, and effectively utilizing classroom volunteers to help teach multi-leveled content</li> <li>● Working in a fluctuating environment with a highly diverse group of students who have variable skill levels and who enroll at variable times throughout the year</li> <li>● Interacting effectively and appropriately with students, staff, ABE Manager, volunteers, and other educational professionals</li> <li>● Communicating effectively - both orally and in writing</li> <li>● Working independently and collaboratively</li> <li>● Leading group processes/discussions</li> <li>● Utilizing a variety of instructional aids and technologies for supervising and training classroom volunteers</li> </ul>
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**RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS**

Titles of Positions Directly Supervised		# of Employees
<b>TOTAL</b>		

**INDIRECT SUPERVISION:**

<b>Number of employees indirectly supervised:</b>	<b>Total:</b>
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**HAZARDOUS WORKING CONDITIONS:** *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*

Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions.

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			X	
Sit			X	
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds		x		
up to 25 pounds	X			

up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>
Physical requirements associated with the position can be best summarized as follows:  Light Work: Desk work; attendance at meetings

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.	
_____ Signature – Department Head	_____ Date
_____ Signature – Human Resources	_____ Date
Classification History:	