**POSITION ANNOUNCEMENT**

**POSITION:** Integrated Education and Training (IET) and Workplace Literacy (WPL) Coordinator

**POSITION DESCRIPTION:** This position is responsible for a variety of tasks that require independent thinking and high-level decision-making skills. The IET and WPL Coordinator will devise, implement, and supervise the adult education IET program, which is aimed at providing adult learners with a cohesive blend of vocational training, contextualized basic skills education, and workforce skills preparation; this position also plays a critical role in establishing and managing effective WPL partnerships and services with local businesses. This role requires coordination with educational institutions, training providers, workforce agencies, and employers to develop and maintain programs that meet the educational and employment needs of both employers and employees, ultimately leading students on a meaningful career pathway.

**MAJOR DUTIES:**

**TRAINING AND INSTRUCTION**

* Develop and maintain effective IET programs, intertwining adult education with technical and

vocational training through strategic instructional design, ensuring creation of quality Single Set of Learning Objectives (SSLO) and lesson plans for each training course.

* Establish and maintain effective WPL programs with local employers.
* Develop and execute an outreach and recruitment plan for adult education learners interested in obtaining industry credentials or technical certificates of credit while enrolled in adult education classes.
* Work with Adult Education instructors, Transition Coordinator, and training providers to design

curriculum that aligns with training goals and employer requirements.

**OUTREACH**

* Proactively establish and nurture relationships with local workforce partners, businesses, and

industry sectors to understand current labor market demands. Incorporate feedback and insights from these collaborations into program development and curricular adjustments.

* Serve as a liaison between the adult education program, post-secondary education, Workforce
* Investment Boards, and community service agencies to provide IET services.
* Collaborate with businesses and employers to identify their workplace literacy needs and develop customized WPL programs.

**ADMINISTRATIVE**

* Monitor and evaluate the progress of IET and WPL programs.
* Manage the ongoing operations of IET and WPL.
* Maintain accurate records and reports related to IET and WPL.
* Ensure compliance with state and federal regulations related to adult education and workforce training.
* Stay up to date on IET and WPL best practices and funding opportunities.

**MINIMUM QUALIFICATIONS:**

* **Bachelor’s degree in education, workforce development, business, or a related field**
* **Two years of Adult Education or WIOA or Department of Labor work experience**
* **Possession of or ability to obtain a valid driver’s license issues by the State of Georgia for the type of vehicle or equipment operated.**

**SALARY/BENEFITS:** $51,373.38 annually. Benefits include paid holidays, annual leave, and the State of Georgia Flexible Benefits Program. Please be aware that Chattahoochee Tech employees will be paid by direct deposit, unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**TELEWORK:** Position may be permitted to telework every other Friday after six months of employment, at the discretion of the supervisor.

**SCHEDULE:** **Monday – Friday 8:00 AM to 4:30 PM. Occasional flexible schedule of 10:30 AM to 7:00 PM for evening events. Possible quarterly Saturday Events.**

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Quick Links” then “Jobs & Careers.” For a complete file, fill out an online application, upload cover letter, resume and include three professional references’ contact information on application. Before a candidate is hired, a pre-employment criminal background investigation, motor vehicle records check and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation.

**RESPONSE DEADLINE:** Open until filled. Screening will begin immediately.

**ANTICIPATED EMPLOYMENT DATE: December 2024**

**EMPLOYMENT POLICY:** Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC’s website ([www.sacscoc.org](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7Csarah.cosby%40chattahoocheetech.edu%7C76f352afebe0445368de08d8eefff055%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522130299947630%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=wIuCegd7GHx7DFCY9IsMWfqoNY4jplmkGFCY7aKSvWY%3D&reserved=0)).

As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa “Nickkie” Warrington, Marietta Campus, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or SDWarrington@ChattahoocheeTech.edu, and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or Caitlin.Barton@chattahoocheetech.edu.

***A Unit of the Technical College System of Georgia***