**Integrated Education and Training (IET) Coordinator**

**(FULL TIME)**

**HENRY COUNTY CENTER**

**MINIMUM QUALIFICATIONS:**

Bachelor’s degree in education, Adult Education, Workforce Development, or a related field from a regionally accredited college or university.

**PREFERRED QUALIFICATIONS:**

Master’s degree from a regionally accredited college or university in education or related field. At least 2 years of experience working in an adult education learning environment or workforce development field.

**JOB DESCRIPTION:**

The selected candidate will be instrumental in devising, implementing, and supervising the Integrated Education and Training (IET) component, aimed at providing adult learners with a cohesive blend of vocational training, contextualized basic skills education, and workforce skills preparation; and play a critical role in establishing and managing effective Workplace Literacy (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. RESPONSIBILITIES:

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Develop and implement effective IET programs, intertwining adult education with technical and vocational

training through strategic instructional design, ensuring create of quality Single Set of Learning Objectives

(SSLO) and lesson plans.

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

sectors to understand the current labor market’s demands. Incorporate feedback and insights from these

collaborations into program development and curricula adjustments.

Serve as a liaison between the adult education program (ABE, ELL) postsecondary education, Workforce

Investment Board (WIBs), and community service agencies to provide integrated education and training

services.

Develop and execute an outreach, recruitment, and intake plan for adult leaners (ABE, ELL) interested in

obtaining industry credentials within the adult education program.

Collaborate with businesses and employers to identify their workplace literacy needs and develop

customized WPL programs.

Assist with establishing Workplace Literacy classes.

Work with Adult Education instructors, Career Services Coordinator, and training providers to design

curriculum that aligns with training goals and employer requirements.

Monitor and evaluate the progress of IET and WPL programs, making necessary adjustments to improve

outcomes.

Manage the ongoing operations of IET and WPL.

Maintain accurate records and reports related to IET and WPL programs.

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.

Provide guidance to students.

Evaluate students' ongoing progress and performance in attaining goals and objectives.

Promote the adult education program to public and private organizations through the Service Delivery Area

of the college.

Prepare and maintain all required documentation and administrative reports.

Plan, organize and participate in staff development and team conferences.

Assist with recruitment, retention and job placement efforts.

Complete all professional development activities when assigned.

**COMPETENCIES**:

Proficient in program evaluation and development.

Strong presentation, organizational, and leadership skills.

Excellent communication and interpersonal abilities.

Strong project management skills.

Ability to work collaboratively with a diverse range of stakeholders.

Proficient in data analysis and reporting.

Understanding of virtual meeting platforms (Webex, Microsoft Teams, Zoom, Blackboard).

Skilled with Microsoft Office Suite

**SALARY:**

Salary commensurate with education and work experience. Benefits include paid state holidays, paid annual and sick leave, and the State of Georgia Flexible Benefits Program.

**SPECIAL NOTES:**

Flexible schedule (ex: possible Saturday or evening events).

Position contingent upon receiving sufficient funding.

It shall be a condition of employment to submit to a background investigation.  Offers of employment shall be conditional pending the result of the background investigation.

Federal Law requires ID and eligibility verification prior to employment.

All male U.S. citizens, and male aliens living in the U.S., who are ages 18 through 25, are required to register for the military draft and must present proof of Selective Service Registration upon employment.

Applicants who need special assistance may request assistance by phoning (770) 229-3454.

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