



1001 Boone Ave North | Minneapolis, MN 55427

Adult Education Program Manager

Last updated Jul 12, 2022

Reports to
Employment Status

Adult Education Program Manager
Full-Year

Job Summary

To create and implement a comprehensive post-secondary curriculum designed to address the transition-area needs of young adults

Summary of Essential Job Functions

- Use best practice strategies for teaching and learning activities; develop instruction, curriculum, and activities to address transition areas;
- Develop scope and sequence for the implementation of an adult education program to meet all transition and growth areas;
- Develop and maintain high expectations for student achievement, teach students skills and mindsets to develop and maintain high expectations for themselves;
- Work with young adults, staff, and family to identify goals, strengths, and areas for improvement;
- Use various tools to assess, collect data and report on the progress of the participants in the transition areas;
- Maintain and continually update transition documentation for all adult education participants. Provide guidance and communication to service agencies and other external organizations in the development of participants' transition goals;
- Meet with parents and young adults bi-annually to update goals and provide transition guidance;
- Coordinate community-based activities in conjunction with the Adult Education Program Manager
- Assist young adults in understanding their neuro differences. Teach strategies and problem solving skills for life outside of the classroom;
- Be mindful of and able to differentiate instruction based on age, experience, interest, and aptitude

Duties and Responsibilities

- Provide young adults with direct instruction in all transition and growth areas
- Report to the Director of Adult Education on a weekly basis regarding the progress of transition instruction.
- Provide an inviting, exciting, innovative, and challenging learning environment
- Engage in effective and appropriate classroom management
- Participate in staff development programs
- Work with other staff members to form a positive, supportive team atmosphere

Minimum Requirements, Credentials, and Experience

- Baccalaureate degree
- Demonstrated interest or expertise in working with young adults with autism spectrum disorder and/or related neuro diversities
- Ability and desire to create and implement transitions-based curriculum both inside and outside of the classroom;
- Flexible traits that will thrive in a new learning environment
- Experience in instruction with varied learning styles and levels of mastery
- Ability to work well with families
- Ability to work effectively as a team member
- Willingness to be held accountable for results
- Ability to evaluate tests and measurements of achievement
- Successfully pass a criminal background check
- Valid and updated Minnesota Driver's License with a relatively clean driving record

Preferred Credentials, and Experience

- Baccalaureate degree in Education, Rehabilitation Counseling, or equivalent
- Classroom and/or instructional experience with special education service teams

Salary and benefits

Competitive and dependent on experience

Additional Working Conditions, 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 these functions.

While performing the duties of this job, the employee is required to sit and talk or hear. The employee is required to stand, walk, stoop, kneel, crouch, climb stairs, or crawl. The employee must occasionally lift and/or move up to 40 pounds. The employee must be able to push items of 40 lbs. such as children on a bike or moving/rearranging furniture. The employee must support students during transfer. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

Additional Working Conditions, Work Environment

The work environment characteristics 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 these functions.

The employee will work effectively and respectfully with individuals without regard to race, color, creed, religion, national origin, marital status, political affiliation, sexual orientation, status with regard to public assistance, membership or activity in a local commission, disability, sex, and/or age.

The employee is continuously responsible for the safety, well-being, and work output of students. There may be:

1. Occasional exposure to blood, bodily fluids, tissue and noxious odors.
2. Occasional exposure to unruly students/adults.
3. Occasional operation of a vehicle in inclement weather.

Professionalism

- Develop and maintain productive, professional and positive working relationships with Franklin Center clientele, families, staff and volunteers.
- Perform all functions professionally, treating all clientele and families, staff and volunteers with respect.

- Maintain a level of flexibility with all staff, offering assistance to others as appropriate.
- Maintain a good attendance record; be prompt and punctual to the worksite.
- Perform all duties in accordance with the Franklin Center Employee Handbook.
- Perform all tasks and responsibilities as assigned and according to due dates.

Evaluation

Performance of this job will be evaluated in accordance with the provisions of the Board of Trustees policy.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

I have read this job description.

Signature of Adult Education Instructor

Date

