



Join a forward-thinking organization that has earned a national and international reputation for its contributions to the field of adult education. The team includes an experienced staff of researchers and educators who conduct research, design and develop instructional materials and assessments, provide technical assistance and professional development, and conduct needs assessments and program evaluation.

Title: Program Specialist

Effective Date: as soon as filled

Category: Certificated

Reports To: Director or Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provide assistance to agency staff from Workforce Innovation and Opportunity Act (WIOA)-funded and other-funded adult education agencies, schools, community colleges, workforce development, community-based organizations, prisons, and other agencies.

- Serve as member of state outreach teams to work with state and local education leaders in implementing the CASAS system
- Assist states, agencies, schools and organizations with implementing CASAS assessments, including both computer and paper-delivered assessments
- Identify local ABE and ESL program needs and refer program staff to available training, technical assistance, and print and online resources
- Communicate with state and agency staff as they complete initial implementation requirements and provide follow-up assistance and support to ensure strong implementation
- Provide email and telephone assistance for clients (e.g., education agency and workforce development personnel) in support of CASAS paper-delivered tests, CASAS eTests (online student testing system), and TOPSpro Enterprise software (student data management and accountability system).
- Assist in developing and presenting webinars and face-to-face training workshops at conferences or meetings
- Assist in creating training, technical assistance, and marketing materials.
- Individual must have strong communication skills and the ability to interact with a broad range of clients using both technical and non-technical terms.
- Other duties as assigned to contribute to the overall effectiveness of the organization

SUPERVISORY RESPONSIBILITIES

None; however, may direct the work of other staff as assigned.

MINIMUM QUALIFICATION REQUIREMENTS

EDUCATION

Bachelor's degree required; Master's preferred

EXPERIENCE and ABILITIES

- minimum of four years' experience in an adult education setting
- experience in training and supporting other professional education staff
- excellent oral communication skills
- strong writing skills
- flexible team player
- able to prioritize tasks, work on multiple projects, meet deadlines
- able to work with minimal supervision
- proficient in Microsoft Office suite, database management
- able to learn new software platforms (e.g., CASAS eTests, TOPSpro, Teamwork)
- some travel required

PHYSICAL REQUIREMENTS

The physical demands are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to regularly stand, walk, sit and talk or hear. The Program Specialist must be capable of writing, using a computer keyboard, telephone and related office equipment. Ability to lift up to 10 lbs.

ENVIRONMENTAL CONDITIONS

Within the facility, normal office conditions with a well-lighted work area and excellent ventilation. Minor noise from standard office equipment. Some travel required.

This position is in the San Diego office. Salary is commensurate with experience.

Submit resume to Linda Taylor at ltaylor@casas.org.

The above statements reflect the general duties/responsibilities necessary to identify the type and level of the position and are not intended to set forth all of the specific requirements of the position. CASAS is an at will employer and as such reserves the right to revise or change job duties and responsibilities as the need arises and the employee/employer relationship may be terminated by either party at any time with or without cause. This position summary does not constitute a written or implied contract of employment.