

## Minimum Staffing Guidelines by Key Function

<b>Title II Program Administration</b>		
<b>Responsibilities</b>	<b>Minimum Qualifications</b>	<b>Documentation Required</b>
<ul style="list-style-type: none"> <li>• Provides administrative and day-to-day oversight of the adult education grant contract and requirements</li> <li>• Actively promotes and supports the adult education program to the parent organization and partners</li> <li>• Provides program leadership and supervises staff responsible for adult education program operations</li> <li>• Participates/attends workforce board meetings in local area</li> <li>• Actively participates in required ADE-AES meetings and trainings</li> </ul>	<ul style="list-style-type: none"> <li>• Able to obtain or currently holds an AZ Adult Education Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Job description</li> <li>• Salary schedule</li> </ul>
<b>Adult Basic Education (ABE/ASE) Instructional Leadership Coordination</b>		
<b>Responsibilities</b>	<b>Minimum Qualifications</b>	<b>Documentation Required</b>
<ul style="list-style-type: none"> <li>• Provides leadership in the areas of curriculum, instruction, assessment, and integration of technology</li> <li>• Coaches teachers on standards-based instruction, use of standards-aligned curricular resources, and use of data to guide instruction</li> <li>• Coordinates and collaborates with professional learning to support instructional staff</li> <li>• Uses <i>AZ Adult Education ABE Teacher Standards in English Language Arts and Mathematics</i> to guide and support instruction</li> <li>• Collaborates and assists with class schedules and teacher assignments</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in teaching elementary, secondary, post-secondary and/or adult education</li> <li>• Is highly skilled in standards-based instruction</li> <li>• Able to obtain or currently holds an AZ Adult Education Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Job description</li> <li>• Salary schedule</li> </ul>
<b>English Language Acquisition for Adults (ELAA) Instructional Leadership Coordination</b>		
<b>Responsibilities</b>	<b>Minimum Qualifications</b>	<b>Documentation Required</b>
<ul style="list-style-type: none"> <li>• Provides leadership in the areas of curriculum, instruction, assessment, and integration of technology</li> <li>• Coaches teachers on standards-based instruction, use of standards-aligned curricular resources, and use of data to guide instruction</li> <li>• Coordinates and collaborates with professional learning to support instructional staff</li> <li>• Uses <i>AZ Adult Education ELAA Teacher Standards</i> to guide and support instruction</li> <li>• Collaborates and assists with class schedules and teacher assignments</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in teaching elementary, secondary, post-secondary and/or adult education</li> <li>• Is highly skilled in standards-based instruction</li> <li>• Able to obtain or currently holds an AZ Adult Education Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Job description</li> <li>• Salary schedule</li> </ul>

<b>Professional Learning Coordination</b>		
<b>Responsibilities</b>	<b>Minimum Qualifications</b>	<b>Documentation Required</b>
<ul style="list-style-type: none"> <li>• Provides leadership to guide the planning, implementation, and evaluation of professional learning aligned to the <i>AZ Adult Education Teacher Standards</i> and the <i>Standards for Professional Learning</i> (Learning Forward)</li> <li>• Analyzes data to inform teacher and program professional learning needs</li> <li>• Coordinates and collaborates with instructional leader/s to support instructional and support staff</li> <li>• Uses the <i>AZ Adult Education Content Standards</i> to prepare teachers to plan and deliver effective instruction</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in teaching elementary, secondary, post-secondary and/or adult education</li> <li>• Is highly skilled in standards-based instruction</li> <li>• Able to obtain or currently holds an AZ Adult Education Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Job description</li> <li>• Salary schedule</li> </ul>
<b>Student Services Coordination</b>		
<b>Responsibilities</b>	<b>Minimum Qualifications</b>	<b>Documentation Required</b>
<ul style="list-style-type: none"> <li>• Provides coordination and oversight of the participant eligibility, intake and orientation process</li> <li>• Collaborates with the CCN to identify support services for participants</li> <li>• Collaborates and assists with class schedules</li> </ul>	<ul style="list-style-type: none"> <li>• Able to obtain or currently holds an AZ Adult Education Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Job description</li> <li>• Salary schedule</li> </ul>
<b>College and Career Navigator (CCN) and Transitions Coordination</b>		
<b>Responsibilities</b>	<b>Minimum Qualifications</b>	<b>Documentation Required</b>
<ul style="list-style-type: none"> <li>• Builds and maintains collaborations with postsecondary institutions, and utilizes ‘Ability to Benefit’ as applicable</li> <li>• Provides information and counseling on career entry and career training</li> <li>• Builds and maintains relationships with WIOA core partners</li> <li>• Works with partner agencies to coordinate support and transition services for participants</li> <li>• Provides coordination services to participants for four quarters, after participant has completed high school equivalency diploma program; and collects data for program reporting</li> </ul>	<ul style="list-style-type: none"> <li>• Able to obtain or currently holds an AZ Adult Education Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Job description</li> <li>• Salary schedule</li> </ul>

<b>Data Coordination</b>		
<b>Responsibilities</b>	<b>Minimum Qualifications</b>	<b>Documentation Required</b>
<ul style="list-style-type: none"> <li>• Provides oversight of data collection and entry processes</li> <li>• Reviews data that has been entered for accuracy</li> <li>• Approves data, following ADE-AES process</li> <li>• Analyzes data reports for continuous program improvement</li> <li>• Compiles data for collaboration with core partners on common performance measures</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's Degree</li> </ul>	<ul style="list-style-type: none"> <li>• Job description</li> <li>• Salary schedule</li> </ul>
<b>Data Entry</b>		
<b>Responsibilities</b>	<b>Minimum Qualifications</b>	<b>Documentation Required</b>
<ul style="list-style-type: none"> <li>• Enters student demographic data in State data management system</li> </ul> <p><b>Note:</b> Data entry must be performed by someone <i>other than</i> the person approving data</p>	<ul style="list-style-type: none"> <li>• High School Diploma or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Job description</li> <li>• Salary schedule</li> </ul>
<b>Assessment Coordination</b>		
<b>Responsibilities</b>	<b>Minimum Qualifications</b>	<b>Documentation Required</b>
<ul style="list-style-type: none"> <li>• Ensures the implementation of the ADE-AES Assessment Policy</li> <li>• Provides coordination and oversees the standardized assessment process for ABE/ASE and ELAA participants</li> <li>• Assists with student intake, including initial assessment, and class placement</li> <li>• Provides testing reports to program leadership and instructional staff</li> <li>• Analyzes data to guide program improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Able to obtain or currently holds an AZ Adult Education Certificate</li> <li>• Experience in the administration of standardized assessments</li> </ul>	<ul style="list-style-type: none"> <li>• Job description</li> <li>• Salary schedule</li> </ul>
<b>Adult Basic Education (ABE/ASE) Instruction</b>		
<b>Responsibilities</b>	<b>Minimum Qualifications</b>	<b>Documentation Required</b>
<ul style="list-style-type: none"> <li>• Provides instruction, based on the <i>Arizona Adult Education Content Standards</i>, to prepare participants to improve basic skills; successfully complete a high school equivalency diploma; and/or integrated skills program, and transition to career pathways and/or post-secondary education</li> <li>• Provides effective instruction to participants based on the <i>Arizona Adult Education ABE Teacher Standards in English Language Arts and/or Mathematics</i></li> </ul>	<ul style="list-style-type: none"> <li>• Able to obtain or currently holds an AZ Adult Education Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Job descriptions</li> <li>• Salary schedule</li> </ul>

## English Language Acquisition for Adults (ELAA) Instruction

Responsibilities	Minimum Qualifications	Documentation Required
<ul style="list-style-type: none"> <li>Provides instruction, based on the <i>Arizona Adult Education ELAA Standards</i>, to prepare participants to successfully acquire the reading, writing, speaking, and listening skills to complete the English Language program; and to transition to career pathways and/or post-secondary education</li> <li>Provides effective instruction to participants based on the <i>Arizona Adult Education ELAA Teacher Standards</i></li> </ul>	<ul style="list-style-type: none"> <li>Able to obtain or currently holds an AZ Adult Education Certificate</li> </ul>	<ul style="list-style-type: none"> <li>Job descriptions</li> <li>Salary schedule</li> </ul>

## Fiscal and Grants Management Coordination

Arizona Department of Education's Grants Management Enterprise system (GME)

### Local Education Agency (LEA) Business Manager(s) Role

Responsibilities	Minimum Qualifications	Documentation Required
<ul style="list-style-type: none"> <li>Initiates and revises the funding application</li> <li>Initiates, submits and approves reimbursement requests and completion reports</li> <li>First level of approval for original and revised funding applications</li> <li>Reconciles expenditures in the funding application with the organization's accounting records</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor's Degree preferred or any equivalent combination of related experience and/or education</li> </ul>	<ul style="list-style-type: none"> <li>Job description</li> </ul>

### LEA Authorized Representative(s) Role

Responsibilities	Minimum Qualifications	Documentation Required
<ul style="list-style-type: none"> <li>Second and final level of approval for original and revised funding applications</li> <li>This role cannot initiate or revise funding applications</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor's Degree preferred or any equivalent combination of related experience and/or education</li> </ul>	<ul style="list-style-type: none"> <li>Job description</li> </ul>

### LEA User Access Administrator(s) Role

Responsibilities	Minimum Qualifications	Documentation Required
<ul style="list-style-type: none"> <li>Assigns GME user roles for any individual within the organization</li> <li>Audits the GME user roles list at least once a quarter to ensure that appropriate roles have been assigned and to remove user roles for individuals who are no longer with the organization</li> <li>It is strongly encouraged that at least two individuals within the organization be assigned to this role</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor's Degree preferred or any equivalent combination of related experience and/or education</li> </ul>	<ul style="list-style-type: none"> <li>Job description</li> </ul>