

## Minimum Staffing Guidelines by Key Function

Title II Program Administration		
Responsibilities	Minimum Qualifications	Documentation Required
<ul style="list-style-type: none"> <li>Provide administrative and day-to-day oversight of the adult education grant contract, its requirements, and all Federal and State laws</li> <li>Actively promote and support the adult education program to the parent organization and partners</li> <li>Provide program leadership and supervise staff responsible for adult education program operations</li> <li>Participate in/attend workforce board meetings in local area</li> <li>Actively participate 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>
Adult Basic Education (ABE/ASE) Instructional Leadership Coordination		
Responsibilities	Minimum Qualifications	Documentation Required
<ul style="list-style-type: none"> <li>Provide leadership in the areas of curriculum, instruction, assessment, and integration of technology</li> <li>Coach teachers on standards-based instruction, use of standards-aligned curricular resources, and use of data to guide instruction</li> <li>Coordinate and collaborate with professional learning to support instructional staff</li> <li>Use <b>AZ Adult Education ABE Teacher Standards in English Language Arts and Mathematics</b> to guide and support instruction</li> <li>Collaborate and assist 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>

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English for Speakers of Other Languages (ESOL) Instructional Leadership Coordination		
Responsibilities	Minimum Qualifications	Documentation Required
<ul style="list-style-type: none"> <li>• Provide leadership in the areas of curriculum, instruction, assessment, and integration of technology</li> <li>• Coach teachers on standards-based instruction, use of standards-aligned curricular resources, and use of data to guide instruction</li> <li>• Coordinate and collaborate with professional learning to support instructional staff</li> <li>• Use <b>AZ Adult Education ESOL Teacher Standards</b> to guide and support instruction</li> <li>• Collaborate and assist 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>
Professional Learning Coordination		
Responsibilities	Responsibilities	Documentation Required
<ul style="list-style-type: none"> <li>• Provide leadership to guide the planning, implementation, and evaluation of professional learning aligned to the <b>AZ Adult Education Teacher Standards</b> and the <b>Standards for Professional Learning</b> (Learning Forward)</li> <li>• Analyze data to inform teacher and program professional learning needs</li> <li>• Coordinate and collaborate with instructional leader/s to support instructional and support staff</li> <li>• Use the <b>AZ Adult Education Content Standards</b> 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>• iSalary schedule</li> </ul>

## Minimum Staffing Guidelines by Key Function

### College and Career Navigator (CCN) and Transitions Coordination

Responsibilities	Minimum Qualifications	Documentation Required
<ul style="list-style-type: none"> <li>Build and maintain collaborations with postsecondary institutions</li> <li>Provide information and counseling on career entry and career training</li> <li>Build and maintain relationships with WIOA core partners, especially Title IB for co-enrollment</li> <li>Work with partner agencies to coordinate support and transition services for participants</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>

### Data Coordination

Responsibilities	Minimum Qualifications	Documentation Required
<ul style="list-style-type: none"> <li>Provide oversight of data collection and entry processes</li> <li>Review data that has been entered for accuracy</li> <li>Approve data, following ADE-AES process</li> <li>Analyze data reports for continuous program improvement</li> <li>Compile 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>

## Minimum Staffing Guidelines by Key Function

### Data Entry

Responsibilities	Minimum Qualifications	Documentation Required
<ul style="list-style-type: none"> <li>Enter 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>

### Assessment Coordination

Responsibilities	Minimum Qualifications	Documentation Required
<ul style="list-style-type: none"> <li>Ensure implementation of the ADE-AES Assessment Policy</li> <li>Provide coordination and oversee the standardized assessment process for ABE/ASE and ESOL participants</li> <li>Assist initial assessment and class placement</li> <li>Provide testing reports to program leadership and instructional staff</li> <li>Analyze 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>

## Minimum Staffing Guidelines by Key Function

Adult Basic Education (ABE/ASE) Instruction		
Responsibilities	Minimum Qualifications	Documentation Required
<ul style="list-style-type: none"> <li>• Provide instruction, based on the <b><i>Arizona Adult Education Content Standards</i></b>, 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 <b><i>Arizona Adult Education ABE Teacher Standards in English Language Arts and/or Mathematics</i></b></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 for Speakers of Other Languages (ESOL) Instruction		
Responsibilities	Minimum Qualifications	Documentation Required
<ul style="list-style-type: none"> <li>• Provide instruction, based on the <b><i>Arizona Adult Education English Language Proficiency Standards</i></b>, 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>• Provide effective instruction to participants based on the <b><i>Arizona Adult Education ESOL Teacher Standards</i></b></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>

## Minimum Staffing Guidelines by Key Function

### 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>Initiate and revise the funding application</li> <li>Initiate, submit and approve reimbursement requests and completion reports</li> <li>Provide first level of approval for original and revised funding applications</li> <li>Reconcile 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>Provide second and final level of approval for original and revised funding applications</li> </ul> <p><b>NOTE:</b> This role cannot initiate or revise funding applications.</p>	<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>

## Minimum Staffing Guidelines by Key Function

LEA User Access Administrator(s) Role		
Responsibilities	Minimum Qualifications	Documentation Required
<ul style="list-style-type: none"> <li>Assign GME user roles for any individual within the organization</li> <li>Audit the GME user roles list at least once each quarter to ensure that appropriate roles have been assigned and to remove user roles for individuals who are no longer with the organization</li> </ul> <p><b>NOTE:</b> It is strongly encouraged that at least two individuals within the organization be assigned to this role.</p>	<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>