

Central Nine Career Center
Greenwood, Indiana 46143
MEMORANDUM

TO: Central Nine Career Center Governing Board
FROM: Michelle Davis, Director of Adult Education
DATE: 05-02-22
SUBJ: Executive Summary – Add Part time IT position to Adult Education

Adult Education Full time Career Coach Position \$42,000.00 - \$46,000.00 range for AE 22-23 program year. **Pay is sustainable by Adult Education Grant funding.**

This position will focus on assisting students with determining career paths, career choices, and aiding in Life choices. This position will aide in orientations, classrooms, and helping adult education students with career choices. I would like to begin the process of being able to post the job. This position will be evaluated at the year end and will be on a year by year basis determined by the future grant funding.

The position will be a non-certified 240 day position with benefits, sick, and personal days.

Contributing factors: The Adult Education class schedule operates on a 46 week fiscal year due to the State of Indiana DWD adult education guidelines. To help maintain consistency and success in the morning, afternoon and evening classes of HSE, ELL, IETs, WEIs, IELCE and support of Adult Education. The success of our AE students in moving into a career and employment is essential in our students' future.