

Central Nine Career Center
Greenwood, Indiana 46143
MEMORANDUM

TO: Central Nine Career Center Governing Board
FROM: Michelle Davis, Director of Adult Education
DATE: 05-31-18
SUBJ: Executive Summary – Add Data Coordinator employee to AE- Full time

Adult Education Data Coordinator position that will be 220 day contract. **Pay is sustainable by Adult Education Grant funding grant funding. (position beginning 07-01-18)**

To begin employment with focus on inputting clean and consistent data for all of C9's adult education classes. This position will be the Data Coordinator for maintaining accurate and complete data with all of our students and classes in the INters system which is directly related to the focus of the grant 18-19 and all future grant funding. We are required to maintain our data in Inters monthly for all of our ABE, IET, WorkIN classes as well as employment and follow up with every exited student. This position could also begin to help manage aspects of the 18-19 AE grants, purchase orders, revenue, and payroll. 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 220 day, noncertified position with benefits, sick and personal days available.

Contributing factors: The Adult Education class schedule operates on a 44 week fiscal year due to the State of Indiana DWD adult education guidelines. To gain consistency and success in the morning and evening classes of Adult Education. The success of the classes and the consistency input of data is relevant to the future grant funding of AE at C9.