



Position Title: NEDP Support Specialist

Date: February 6, 2023

NEDP Support Specialist Job Description

CASAS is a non-profit organization whose employees make significant contributions in support of adult education, and workforce development programs around the world – from local programs to national-level initiatives. We celebrated our 40-year anniversary in 2020 and are continuing our focus on the development and support of competency and standards-based approaches to program design and delivery. Our aligned assessments and integrated data systems are designed to inform instruction and improve programs for all instructional levels, from beginning literacy through transition to post-secondary education and training.

The National External Diploma Program (NEDP), a program of CASAS, assesses high school-level skills, awarding a traditional diploma so graduates can meet their academic and career goals. It is designed for self-directed out-of-school youth and adults with life and work experiences and a general familiarity with the computer. The NEDP

- Offers flexible scheduling and online options.
- Includes tasks for in-demand career and lifelong learning experiences in Financial Literacy, Health Literacy, Civic Literacy, Geography, History, Science, and Twenty-First Century Workplace.
- Evaluates skills based on the Common Core College and Career Readiness standards.
- Assesses the high school-level skills of adults and out-of-school youth. The NEDP evaluates the reading, writing, math, and workforce readiness skills with real-world relevance including the demonstration of digital literacy skills.

Responsibilities/Duties

The NEDP Support Specialist will:

- Interact with a broad range of NEDP agency staff and other individuals using both technical and non-technical terms.
- Assist in creating training, technical assistance, and marketing materials, such as NEDP Newsletter, marketing materials for use by NEDP local sites, and an annual NEDP Scholarship.
- Provide email and telephone assistance for NEDP site staff in support of NEDP technical assistance.
- Communicate with state and agency staff as they complete initial NEDP implementation requirements and provide follow-up to ensure strong implementation.
- Coordinate data tasks and reports, such as Monthly Statistics and yearly reports on enrollments, persistence, and program completion.
- Assist CASAS research staff with data collection, analysis, follow up surveys, and program effectiveness data.
- Perform other duties as assigned to contribute to the overall effectiveness of the NEDP Program



Supervisory Responsibilities

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

Education and Experience

- Bachelor's degree required in Communications, Education, or related field.
- Experience in NEDP preferred.
- excellent oral and written communication skills
- flexible team player
- able to prioritize tasks, work on multiple projects, and meet deadlines.
- able to work with minimal supervision.
- proficient in Microsoft Office suite, database management
- proficient in presentation development software preferred.
- able to learn new software platforms (e.g., CASAS eTests, TOPSpro, Teamwork, Moodle)

50%-75% position – salary range from \$26/hour - \$36/hour.

Salary is commensurate with education and experience.

Telecommuting option available.

Flexible hours.

Excellent health benefits for benefits eligible staff.

Employer contribution to 403(b) retirement plan.

Generous vacation and sick leave benefits.

Submit resume to apply@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.

Position open until filled.

Posted on February 6, 2023.