



Position Title: Program Specialist

Date: September 27, 2022

Program Specialist Job Description

CASAS is a nonprofit 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 postsecondary education and training. Comprehensive data and reports help guide youth and adult learners in meeting their educational goals in the areas of work, family, and community/civic participation. Agencies rely on the data for program placement, targeting instruction, monitoring learner progress, and certifying milestones, benchmarks, and completion of instructional levels and programs.

Responsibilities/Duties

Assist agency staff from Workforce Innovation and Opportunity Act (WIOA)-funded and other-funded adult education agencies, schools, community colleges, workforce development, community-based organizations, prisons, and other agencies.

- Serve as member of CASAS outreach teams to work with state and local education leaders in implementing CASAS curriculum management, assessment and program data, and accountability systems.
- Assist states, agencies, schools, and organizations with implementing CASAS assessments, including both computer and paper-delivered assessments.
- Identify local program needs and refer program staff to available training, technical assistance, and print and online resources.
- Communicate with state and agency staff as they complete initial implementation requirements and provide follow-up to ensure strong implementation.
- Provide email and telephone assistance for clients (e.g., education agency and workforce development personnel) in support of CASAS paper-delivered tests, CASAS eTests (online student testing system), and TOPSpro Enterprise software (student data management and accountability system).
- Assist in developing and presenting webinars and face-to-face training workshops at conferences or meetings.
- Assist in creating training, technical assistance, and marketing materials.
- Assist in recruiting local programs to participate in CASAS field testing and research studies.
- Because the individual interacts with a broad range of clients, she or he must have strong communication skills and the ability to interact with clients using both technical and non-technical terms.
- Perform other duties as assigned to contribute to the overall effectiveness of the organization.



Supervisory Responsibilities

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

Education and Experience

- bachelor's degree required: master's preferred
- minimum of 4 years of experience in an adult education setting, providing instructional leadership, coordinating/administering assessments, managing data and accountability, reporting, and using data to target instruction and improve programs.
- experience training and supporting other professional adult education/workforce development staff
- experience in developing professional development modules delivered through online and face-to-face environments
- excellent oral communication skills
- strong writing skills
- flexible team player
- able to prioritize tasks, work on multiple projects, 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 Enterprise, Teamwork, Moodle)
- some travel required

Telecommuting option available.

Excellent health benefits covering medical, dental, vision.

Employer contribution to 403(b) retirement plan.

Generous vacation and sick leave benefits.

Salary is commensurate with education and experience.

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 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.

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