

POSITION TITLE: Specialist Adult Education

QUALIFICATIONS: Postgraduate Professional License with an endorsement in adult education. A minimum of five years of recent successful experience as a teacher, administrator or supervisor with a minimum of three years experience with adult education is required. Must possess the ability to plan, organize, and direct a comprehensive education program for adults in multiple jurisdictions. Must possess excellent leadership, supervisory, interpersonal, and communication skills. Must possess considerable knowledge of the principles of supervision, organization and administration, as well as possess skill in assisting, developing and supporting staff. Ability to review and evaluate the overall effectiveness of local and regional programs, set goals and long range plans for local and regional programs, and develop and administer regional budgets, policies and programs is required. Excellent interpersonal, communication, presentation, and organizational skills required. Comprehensive knowledge of teaching techniques, instructional materials and current trends in adult education required. Must have a comprehensive knowledge of the nature and psychology of adult learning and development. Must have an in-depth understanding of the knowledge, skills and processes needed for the selection, evaluation, and instructional application of the methods and materials for adult basic skills including; curriculum development in adult basic education and High School Equivalency (HSE) instruction; beginning mathematics for adults; reading comprehension for adult education; and other adult basic instruction. Must have the ability to establish and maintain effective working relationships with directors, program managers, specialists, school administration, and business and community representatives.

PERFORMANCE EXPECTATIONS: Manages the adult basic education, adult secondary education, and English literacy programs including budgets in a manner consistent with the requirements of the Adult Education and Family Literacy Act, Title II of Workforce Investment Act of 1988 (WIA), and the procedures outlined in the Operational Guidance Manual for Virginia Adult Education and Literacy Programs. Maintains and monitors the application process for adult education funds. Creates and/or maintains an adult education advisory council and conduct meetings on a regular basis and serves on regional adult education board for RPS. Monitors and maintains documentation of student attendance, retention and performance reports for the Virginia Department of Education. Maintains appropriate financial recordkeeping and documents. Responsibilities also include: monitoring outreach and recruitment of adult learners; collection and reporting of student data in a manner consistent with NRS and OAEL requirements; ensuring delivery of high quality adult education instruction by well-trained and qualified teachers; and collaboration with agencies, community-based organizations, and employers. Maintains membership in adult education advisory councils and work-groups. Coordinates adult education English as a Second Language Program, HSE and placement testing. Seeks grant opportunities to expand and enhance adult education programs. Conducts community surveys of needs and collaborates with area chambers of commerce to learn about local job/career opportunities for developing instructional programs. Provides staff development opportunities and supports State initiatives on core standards on professional development. Determines and recommends appropriate needs for classrooms including textbooks, supplies and equipment. Works with building administration to ensure safety regulations for classrooms. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs professional work working with programs for adult education. Work requires frequent standing, sitting, walking, light lifting up to 10 pounds, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Director of Career and Technical Education

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 123

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Exempt