

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

ADULT EDUCATION STUDENT SERVICES MANAGER

QUALIFICATIONS:

- (1) Bachelor's Degree, Master's preferred, from an accredited college or university; or
- (2) Obtain a full or part-time Florida Teaching Certificate or
- (3) Obtain a full or part-time non-degreed vocational certification.
- (4) Resident of Flagler County preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of statutes, regulations and policies covering Adult Education programs. Skill to work with all adult student population. An awareness of the community, industry and other agencies as well as other resources. Interpersonal skills essential to motivate student learning and working. Knowledge of a variety of tests skills to interpret tests.

REPORTS TO:

Director, Adult and Community Education

JOB GOAL

To test, screen and place students to enable them to reach their optimum potential for learning.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Test, screen and place new entries.
- * (2) Assist with new student registration.
- * (3) Assist in maintaining charts on individual student progress.
- (4) Assist with HSCT.
- * (5) Work with teachers, health clinic, guidance counselors, and Adult Education Administrative Staff.
- * (6) Track and contact students with excessive absences.
- (7) Make home visitations concerning matters of attendance and student services.
- * (8) Work with school guidance counselors and adult education supervisor concerning transcripts and transcript evaluations.
- * (9) Contact and counsel high school drop-outs into appropriate programs.
- (10) Strive to be a positive influence in the development of good school / community relations.
- (11) Work closely with health and social services in identifying potential adult students.
- (12) Assign codes to all transferred courses on students' academic history upon receipt of transcripts.

- (13) Teach on an as-needed basis.
- (14) Perform any other duties assigned by the Director of Adult and Community Education.

ADULT EDUCATION STUDENT SERVICES MANAGER (Continued)

(15) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 3

Flagler Schools Strategic Framework – Student & Community Engagement