

RSU No. 5 Durham ~ Freeport ~ Pownal
Adult Education Coordinator Job Description
Classified Support

Qualifications:

1. Minimum of Bachelor's degree required.
2. Working knowledge of Adult Education programs, initiatives, standards, curriculum, procedures, and policies preferred.
3. Maine Adult Education teaching certification/endorsement preferred.
4. Superior verbal and written communications skills.
5. Computer skills: data entry, word processing, spreadsheets, online registration and data management systems.
6. Strong leadership as a detail-oriented problem solver and decision maker.
7. Strong organizational skills and ability to handle multiple projects professionally.
8. Demonstrated commitment to focus on the safety and well-being of participants and staff.
9. Hold a valid drivers' license and have reliable transportation.

Reports to:

Director of Community Programs ("Director")

Job Goal:

To coordinate and develop dynamic Adult Education programming where adult learners explore and prepare to meet their academic learning, college, and career goals. To manage the Adult Education and enrichment and travel offerings within Community Programs and assist with other departmental programs.

Performance Responsibilities:

1. Manage the Adult Education program including high school equivalency education and testing and English language programs. Manage and organize instructors, oversee enrichment and vocational courses, assist with college and career transitional programs, and schedule and monitor evaluative testing programs.
2. Coordinate learning lab academic programming and provide counseling for adult learners. In partnership with the Director, assure curricular compliance with state and federal Adult Education standards.
3. Meet with interested adult learners, complete intake forms and assessment testing, and enroll new learners in appropriate adult education courses.
4. Oversee and update state-required adult education database and records system. Assist in accurately completing data entry, monitoring, and regular reporting in Maine Department of Education database and produce reports as per MDOE's schedule. Attend appropriate trainings as necessary.
5. Develop a diverse community enrichment program. Plan and lead enrichment trips and travel opportunities.
6. Maintain adult education records and prepare program and other reports as requested by the Director.
7. Assist childcare, recreation, summer camp, and teen programs with duties as assigned.
8. Respond to public inquiries regarding adult education and enrichment activities, and receive and respond to participant feedback. Work with participants to resolve disputes and handle conflicts in a professional manner.
9. Prepare and assist in the preparation of program brochures and promotional materials. Design and create program-specific marketing materials. Update and maintain the adult education portion of the Community Programs website.
10. Deal courteously with the public. Establish and maintain effective and collegial relationships within the community and with town and school officials, employees, community groups, and outside agencies.
11. Proactively seek professional development through membership in professional organizations and joining leadership/management and program-specific educational seminars and conferences.

12. Prepare and assist in the preparation of program brochures and promotional materials. Design and create program-specific marketing materials. Update and maintain the adult education portion of the Community Programs website.
13. Performs such other duties as may be assigned by the Director.

Essential Functions:

Ability to:

1. Read with comprehension, write and calculate accurately.
2. Reason and understand policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Speak clearly, communicate effectively, accurately hear and see.
5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting (at least 10-20 lbs.), bending, twisting, stooping, and climbing stairs.
6. Complete with accuracy eye-hand coordinated tasks.
7. Sustain and complete with accuracy assigned seated clerical tasks.
8. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.

Legal and Ethical Duties:

1. Maintains confidentiality on student information.
2. Maintains confidentiality about all aspects of work, student performance, and written and/or oral records.
3. Demonstrates a respect for the legal and human rights of students.
4. Follows health and safety procedures established by the system.
5. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
6. Demonstrates loyalty, dependability, integrity, and other ethical standards.
7. Follows the chain of command for various administrative procedures or concerns.
8. Observes Board and school policy.
9. Meets and follows all State and federal laws and regulations.

Terms of Employment:

This position includes 260 working days per year.

Evaluation:

Evaluated annually by Director of Community Programs

Note:

The above job description reflects the general requirements necessary to describe the principle functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee's Signature: _____ **Date:** _____

Original to Personnel File
File Copy to Employee
Adopted: March 26, 2014
Updated: December January 15, 2020