

FLAGLER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Adult Education Specialist I

Grant Funded Position

QUALIFICATIONS:

- 1) High School diploma or equivalent.
- 2) Experience working with persons with disabilities preferred.
- 3) Be aware of APD Medicaid waiver and AED grant requirements
- 4) Obtain APD General FDLE/FBI Clearance ("Eligible" status) through the Department of Children and Families/Agency for Persons with Disabilities Background Screening Clearinghouse.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and ability to follow & implement Adult Individual Education Plan. Positive interpersonal skills. Knowledge of first aid and C.P.R

REPORTS TO:

AWD Grant Manager

JOB GOAL

To assist Grant Manager & in establishing and directing a program to meet educational & vocational training needs for clients.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Assist personnel in planning and providing educational activities to adult with disability clients.
- (2) Supervise student activities directly to ensure the well-being and safety of the clients.
- (3) Keep work areas neat and organized and take responsibility for the upkeep of equipment and materials.
- (4) Maintain records as required by APD and Medicaid and AWD Grant.
- (5) Supervise and assist in clean-up activities.
- (6) Establish a warm, friendly and relationship with clients.
- (7) Assist students with disabilities on and off the bus.
- (8) Monitor students eating during breaks and lunch.
- (9) Observe all State, city and local laws and regulations.
- (10) Attend all programs, courses, and meetings as required.
- (11) Perform cleaning of vehicles.
- (12) Operate the vans for student field trips.
- (13) Attend in-service training programs
- (14) Perform other incidental tasks consistent with the goals and objectives of this position.

Adult Education Specialist I (continued)

TECHNOLOGY ACCESS: NO ACCESS

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force 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.

JOB DESCRIPTION SUPPLEMENT CODE 3

SALARY LANE: Support QFZ

APPROVED 08/04/2022