

*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*

## JOB DESCRIPTION



**Position:** Assistant Director of Adult Education

**Reports to:** Director of Adult Education

**Employment Status:** Regular/Full-time

**FLSA Status:** Exempt

**Description:** To assist the Director of Adult Education to ensure that high quality programs are offered to fourteen towns as part of the Vernon Regional Adult Based Education Program (VRABE). To assist with the with the implementation of a variety of opportunities that enhance the education of adults seventeen years of age and older across a wide variety of communities.

**NOTE:** The below lists are not ranked in order of importance

### Essential Functions:

- Serves as a Site Administrator/Coordinator as the administrative and supervisory agent at the particular assigned site
- Serves as the Regional Assessment Facilitator (separate job duties)
- Oversees the following programs:
  - ❖ ESL Regional Coordinator (separate job duties)
  - ❖ English Literacy and Civics Education Program Coordinator (separate job duties)
- Provide educational leadership for all Adult Education programs offered at the site; administer and supervise in accordance with the policies, rules, and regulations set forth by the Policy Board and the Regional Director
- Maintains accurate and complete files of all original paperwork, submits all required reports according to State Department of Education timelines
- Participate in the selection and supervision of all site personnel
- Assist with directing and initiates efforts to expand programs into new areas
- Performs other related duties as required.
- Assist with implementation of teacher-evaluation program in accordance with the guidelines established by the Regional Policy Board
- Assists with the distribution of all marketing materials for the program
- Assure that teachers are familiar with CASAS testing and compliance with record keeping and attendance procedures.
- Contact Testing Facilitator or Data Entry Specialist with questions, as needed
- Assist with collecting data to ensure programs are meeting the needs of VRABE learners
- Assist with supervision of VRABE programs

### Qualifications/Certificates

**Degree(s):** BS/MS in Education, 6th year in Administration preferred

**Experience:** A minimum of 5 years in the field of Education

**Certification:** Connecticut Teaching Certification, and Intermediate Administrator preferred

### Other Duties and Responsibilities:

- Serve as a role model for students and staff
- Assist in handling inquiries from district personnel and vendors as needed
- Other duties as assigned by the Director of VRABE
- Respond to routine questions and requests with tact and diplomacy in an appropriate and timely manner
- Establish and maintain cooperative professional relationships

- Maintain a level of approachability by administration and staff

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Good communication skills
- Effective, active listening skills
- Ability to multi-task
- Good organizational and problem-solving skills
- Ability to meet deadlines

**Additional Working Conditions:**

- Interaction among teens and adults
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms
- Frequent interruption of duties by staff, students, visitors and/or telephone
- Occasional requirement to travel
- Occasional need to work overtime, evenings and/or weekends
- Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 20 pounds
- Requirement to assist in the restraint, movement or other emergency weight bearing assistance of students

**Equipment Operated:**

Computer/Laptop          Printer          Scanner

**Required Testing**

**Continuing Educ./Training**

**Clearances**

First Aid  
CPR/AED

Fingerprint/Background

**Evaluation:**

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date