

MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Adult Education Program
Administrator

DATE: May 21, 2003
REVISED: August 13, 2014

REPORTS TO: Director of Continuing
Education

APPROVED BY: Board of Directors

JOB SUMMARY: Coordinate, supervise and administer the Midwestern Intermediate Unit IV sponsored adult education programs in order to ensure the federal programs purpose... "to improve educational opportunities for adults who lack the level of literacy skills requisite to effective citizenship and productive employment, to expand and improve the current system for delivering adult education services..., and to encourage the establishment of adult education programs..." (Public Law 100-297 Sec. 311.)

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Operate the program, determine needs, develop program objectives, evaluate programs, insure compliance with Pennsylvania Department of Education Bureau of Adult Education and Intermediate Unit policies and administers the grants.
2. Select and oversee the program sites.
3. Maintain records and reports, manage inventory, approving expenditures, and provide fiscal oversight.
4. Monitor site attendance reporting, program enrollment quotas and site time schedules and produce required reports and records.
5. Consult with appropriate groups/agencies to advertise and set up the programs and maintain professional rapport with other literacy groups and site providers.
6. Participate in professional workshops and conferences, maintain membership in related professional groups, and demonstrate an awareness of current program philosophy in facilitating the process of helping adults learn.
7. Maintain statistical information on students, place students in appropriate classes, recruit new students, promote follow up for student retention, provide for pre/post testing, select instructional materials/supplies, and monitor individual student education plans.
8. Conduct staff in-service, hire staff, organize staff development opportunities, schedule personnel, monitor payroll/hours, and conduct staff observations.
9. Provide leadership in program improvement, professional development and coordinate adult education services with the Local Workforce Investment Area and maintain contact with institutions of postsecondary education and training, local businesses and community service organizations.
10. Perform other duties as assigned by the Director of Continuing Education.

QUALIFICATIONS:

- Proper Pennsylvania administrative certification required
- Must have valid driver's license
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)

- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to lift and/or carry supplies and/or papers, weighing no more than 50 lbs.
- Ability to mostly sit with some walking and standing or moving throughout the work environment

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical office environment
- Subject to inside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress

COGNITIVE ABILITY:

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess leadership skills
- Must possess supervisory skills
- Must possess computer skills
- Ability to operate various office equipment
- Must appropriately handle confidential information

All Midwestern Intermediate Unit IV Adult Education Program Administrators will be employed as short-term, temporary employees, renewable annually based on satisfactory professional performance and program needs (July 1-June 30). The number of hours of work per week will be determined based upon enrollment and need.

Hourly compensation will be provided for these services as established by Midwestern Intermediate Unit IV.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)