

TITLE: ADULT AND COMMUNITY EDUCATION COORDINATOR / ASSISTANT DIRECTOR

QUALIFICATIONS: 1. Meet DESE requirements for Adult Education Supervisor Certificate  
2. M.S. in Vocational Education or related field  
3. Five years experience in teaching, administration and/or supervision in Career and Technical Education

REPORTS TO: Director of South Central Career Center

SUPERVISES: Career and Technical instructors for Adult Programs, Community Education instructors, AEL instructors and staff

JOB GOAL: To assist the SCCC Director to manage, develop, extend, supervise, and administer Adult CTE, Community Education and AEL educational program benefits to students and the community.

PERFORMANCE RESPONSIBILITIES:

Facilitate the development, articulation, implementation, and stewardship of a vision of learning

1. Plan for continuous, comprehensive, systemic school improvement.
2. Use data for vision-driven change.
3. Use fundamental principles of interpersonal communication, consensus building, conflict resolution, and organization change.
4. Work with parent, faculty, and student groups to promote and advance the school's educational activities and objectives.

Advocate, nurture, and sustain a school culture and instructional program conducive to student learning and staff professional growth

5. Support a culture for a caring school community.
6. Maintain state and national regulatory requirements for adult programs.
7. Plans and supervises designated student activities.
8. Share in the supervision and evaluation for a portion of the teaching staff.
9. Plans and participates in professional development activities.
10. Monitors student attendance and works with attendance secretary for investigative follow-up actions.
11. Maintain effective working relationship with all personnel.

Management of the organization, operation, and resources for a safe, efficient, and effective learning environment

12. Coordinate and supervise full-time and short-term adult career and technical programs.
13. Evaluate, supervise and maintain certification of AEL, Adult and Community Education instructors.
14. Work with areas assigned by Director in completing the annual budget.
15. Maintain discipline throughout the student body, deal with special cases as necessary, and maintain related records.
16. Plans and monitors safety procedures for shops and facilities.

17. Work with adult programs in monitoring Title IV funds and other related items.
  18. Prepare all necessary forms for program approval and reimbursements by the State Department of Education for Adult programs and submit to Director for approval.
  19. Review tuition, fees, refund policies, text and supply costs, and maintain a system of records for these funds that are acceptable with the Director of Career Center.
  20. Maintain payroll information for all community education personnel.
  21. Supervise the adult evening programs including assignments of rooms and shops for adult classes.
  22. Arrange supervision of facilities during Adult and Community Education programs.
- Collaborate with family and community members, responding to diverse community interests and needs, and mobilizing community resources
23. Maintain publicity and public awareness necessary to effectively operate and maintain the adult education program.
  24. Foster the involvement of community in the educational programs of the school.
  25. Collaborate and communicate with members of the school and school community.
- Act with integrity, fairness, and in an ethical manner
26. Develop a personal code of ethics
  27. Demonstrate ethical decision-making
- Promote the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.
28. Promote open and ongoing communication with community types concerning trends, issues, and potential changes.
  29. Meet with area industries and adult education advisory committee to determine training needs which can be met through the adult and community education program.
  30. Develop school policies and regulations consistent with local, state, and federal laws.
  31. Perform other duties as the Director may assign.

TERMS OF EMPLOYMENT:           Salary and work year to be established by the Board of Education.

EVALUATION:                       Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Signed:\_\_\_\_\_ Date:\_\_\_\_\_  
(Adult Coordinator/Assistant Director SCCC)

Signed:\_\_\_\_\_ Date:\_\_\_\_\_  
(SCCC Director)