

# SCHOOL DISTRICT OF BRADFORD COUNTY

## JOB DESCRIPTION

### **COORDINATOR, ADULT AND CAREER EDUCATION**

#### **QUALIFICATIONS:**

1. Master's Degree from an accredited educational institution
2. Certified in Educational Leadership.
3. Minimum of three (3) years teaching experience in a career and technical and/or adult education

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to communicate effectively orally and in writing. Listening Skills. Ability to use problem-solving skills. Knowledge of trends and research in CTE / applied technology curriculum and instruction. Knowledge of current trends and research in adult education. Knowledge of program planning, development, implementation and evaluation. Skills in management and supervision. Exhibits knowledge of Principal Competencies.

#### **REPORTS TO:**

Director, Career and Technical Education

#### **JOB GOAL:**

To assist the Principal with administrative and instructional functions, development and implementation of programs and school improvement initiatives, and enhancement of business and community relations to meet the educational needs of students and to carry out the mission of the school and District.

#### **SUPERVISES:**

Instructional, Support and Service Personnel as assigned by the Director

#### **PERFORMANCE RESPONSIBILITIES:**

1. *Assist the Director in administering the operations of the school in accordance with the policies of the School Board.*
2. *Supervise the school's educational program.*
3. *Assist with the development and implementation of the school's School Improvement Plan in accordance with county-wide guidelines.*
4. *Establish and maintain an effective learning climate in the school.*
5. *Maintain high standards of students conduct and enforce discipline as necessary, according to due process of the rights of students.*
6. *Assume the responsibility for the safety, security, and maintenance of the school plant.*
7. *Prepare school reports for the District office.*
8. *Provide in-service training for school staff.*
9. *Consult with and coordinate the services of resource personnel so that all classroom teachers may receive effective assistance.*

**COORDINATOR, ADULT AND CAREER EDUCATION (Continued)**

10. *Evaluate the school's staff as assigned by the Director.*
11. *Study the educational needs of the community served by the school and help develop plans for meeting them.*
12. *Ensure compliance with policies and procedures of various accrediting agencies; i.e., licensing boards and governmental agencies.*
13. *Assist with developing and maintaining the budget (internal and county), replacement and equipment money, and the expenditure of school funds.*
14. *Assist in resolving performance related concerns with staff and students.*
15. *Maintain and organize flow of administrative paperwork as needed by the school, District Office or State agencies.*
16. *Assume full responsibility for the school when the Director is absent from the building.*
17. *Interview applicants and make recommendations for employment.*
18. *Coordinate school curriculum with District and State guidelines and act as a liaison between District and school staff.*
19. *Oversee master schedule and teacher reports.*
20. *Visit classrooms for purposes of teacher assessment and instructional improvement.*
21. *Manage building use and scheduling of the building.*
22. *Work with other educational groups, businesses, and State agencies.*
23. *Provide coordination for the District's adult and community education programs, including adult basic, GED, high school equivalency, and fee supported.*
24. *Coordinate GED testing in the District.*
25. Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force 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.

\*Essential Performance Responsibilities are italicized