

**SCHOOL DISTRICT OF BAKER COUNTY**

**JOB DESCRIPTION**

**DIRECTOR, CAREER, ADULT AND COMMUNITY EDUCATION**

**QUALIFICATIONS:**

- (1) Master’s Degree in educational administration and supervision or educational leadership with specialization in career education.
- (2) Certification in Administration and Supervision / Educational Leadership and Career Education.
- (3) Minimum of five (5) years successful teaching and/or administrative experience in career education.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of current trends and research in career and adult programs. Knowledge of group dynamics. Demonstrated leadership skills and written and oral communication skills. Knowledge of State and District activities, rules, and policies related to career or adult education. Ability to organize and prioritize.

**REPORTS TO:**

Executive Director of Teaching and Learning

**JOB GOAL**

To provide leadership in the planning, development, implementation and evaluation of career, adult, and community education programs designed to meet the needs of students throughout the District.

**SUPERVISES:**

- Coordinator Community Services
- JTPA Program Assistant
- Teacher, Adult Education
- Career Program Assistant
- Adult Education Program Assistant
- Other Support Personnel as Assigned

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Oversee the expenditure and accounting of funds from federal, State, and District sources.
- \* (2) Coordinate the writing and submission of grant proposals.
- \* (3) Collect and report data required by the District or State, such as follow-up reports, JTPA reports, Carl Perkins grant reports, and Gold Seal Endorsement forms.

## DIRECTOR, CAREER, ADULT AND COMMUNITY EDUCATION (Continued)

- \* (4) Disseminate and interpret information on curriculum and district, state and federal initiatives.
- \* (5) Direct and coordinate the planning, implementation, and evaluation of career, adult, and community education programs, curricula, and special projects.
- \* (6) Prepare recommendations relating to additions or revisions in programs.
- \* (7) Supervise and monitor compliance with district, state, and federal rules and policies.
- \* (8) Consult with business, industry and community groups on educational and training needs.
- \* (9) Direct program review processes and strategies to overcome discrepancies.
- \* (10) Coordinate with other departments in the Instructional Division.
- \* (11) Serve as a program consultant to school personnel with assistance in the identification of program needs, selection of appropriate materials and equipment, and in selection of effective teaching strategies.
- \* (12) Maintain a close working relationship with school administrators to ensure information exchange, coordination of efforts, and general support for the decision-making process.
- (13) Assist school-based personnel in initiating and implementing new programs.
- (14) Assist the Executive Director of Teaching and Learning in maintaining appropriate coordination between career, adult, and community education programs and other programs.
- (15) Assist in the development of instructional services activities designed to achieve priority goals identified through the District's planning process.
- (16) Assist in the evaluation and selection of textbooks and instructional materials to be recommended for adoption.
- (17) Develop and monitor an articulation plan for career, adult, and community education programs.
- (18) Provide input in the planning, modification, and construction of school facilities.
- (19) Serve as liaison between the school community, parents and students directly involved in assigned programs.
- (20) Serve as liaison between the district and community college career programs and serve on related advisory committees.
- (21) Recommend representatives for lay and district advisory committees as appropriate.
- (22) Keep informed concerning current trends in education.
- (23) Assist principals, as needed, in the recruitment, selection, placement, and appraisal of personnel for career, adult, and community education programs.
- (24) Assist in the development of administrative guidelines for career, adult, and community education programs.
- (25) Assist in the development of policies for career, adult, and community education programs.
- (26) Assist in the development, implementation and evaluation of staff development activities.
- \* (27) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
- \* (28) Prepare all required reports and maintain all appropriate records.
- \* (29) Assist in the preparation of the curriculum and instructional services budget.
- \* (30) Assist in the determination of qualification of non-degreed career/vocational teachers.
- \* (31) Supervise delivery of services to JTPA eligible youth.
- (32) Perform other incidental tasks consistent with the goals of objectives of this position.

**24.00**

**DIRECTOR, CAREER, ADULT AND COMMUNITY EDUCATION (Continued)**

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as 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.

\* Essential Performance Responsibilities

**Job Description Supplement Code 4**