

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Adult Education Coordinator
Job Class Code: 7476
Pay Scale: per salary schedule

Reports to: FRYSC Director
Work Schedule: per salary table
Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Develop plans for adult programs.
- Assist in the implementation of the planned adult program.
- Assist in preparing the budget as requested.
- Coordinate adult education programs.
- Assist teachers in methods of teaching adult programs and in the use of materials upon request.
- Maintain active public relations with the community for program promotion and development.
- Use effective communication strategies to interact with a variety of audiences.
- Seek and write grant proposals and implement programs for which funds have been awarded to the District.
- Assist with making recommendations for employment and assignment adult education teachers as requested.
- Anticipate potential problems and develop procedures to prevent or address them.
- Evaluate Adult Education Programs based on state and federal criteria, guidelines and regulations.
- Promote community and adult education professional organizations.
- Attend and participate in educational conferences pertinent to adult, community, career, and technical education.
- Keep abreast of current research, trends, methods, and practices in adult and community education.
- Keep abreast of laws, rules, and policies which relate to adult and community education.
- Visit adult centers for observation of program effectiveness and to assist teachers in their duties and needs.
- Monitor and evaluate all Adult and Community Education Programs and grant-funded projects.
- Prepare or supervise the preparation of all required reports and maintain all required records.
- Serve as a district representative on Crisis Team as determined by the Superintendent.
- Serve on committees, councils, and/or task forces.
- Exhibit support for the District's vision, mission, goals, and priorities.
- Meet with and assist with the professional development of adult education teachers who are new to the District.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Maintains regular attendance and professional appearance.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree required

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.