



COORDINATOR, ADULT ACADEMIC PROGRAMS

GENERAL RESPONSIBILITIES

Under the leadership of the Director of the Adult Learning Center (ALC), the position is responsible for assisting the Director in supervising the development, implementation and coordination of curriculum and programs in the areas of Adult Basic Education (ABE), General Educational Development (GED), and adult English for Speakers of Other Languages (ESOL).

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Understand and be an active participant in the collaborative process.
- Directly oversee testing, counseling, placement, orientation, of students enrolled in the various programs and courses.
- Assist in formulation and adherence to the Safe Schools Plan.
- Assist in the formulation of staff handbooks and student information sheets.
- Counsel students and carry out corrective discipline when needed.
- Coordinate assignments of community service appointees and university interns and practicum students working at the ALC.
- Maintain a close working relationship with community and state agencies, and area businesses as directed.
- Assist the Director in disseminating state Content Standards to instructional staff and ensuring their implementation.
- Provide input in the recruitment, screening, hiring, and training of departmental staff.
- Provide orientation and in-service training programs for new staff.
- Assist departmental teachers in handling instructional problems and serving as a resource person regarding curriculum questions.
- Assume responsibility for ordering and distributing instructional materials.
- Recommend needs for inclusion in the departmental budget.
- Conduct observations and provide formal feedback for evaluation and program improvement, if needed.
- Assist in identifying and using community resources for departmental programs.
- Meet with department heads citywide to promote interdisciplinary programs.
- Devise experimental programs designed to improve curriculum and instructional techniques.
- Interpret program areas to the public.
- Assist in the collection, review, and submission of all forms and reports, relative to the program area to state/federal agencies.
- Coordinate the acquisition, selection and analysis of data with respect to the program area.
- Maintain a close working relationship with community and state agencies and area businesses.
- Assist the Director in communicating program information to area advisory committees, as needed
- Keep informed about educational innovations and trends as they relate to the instructional area.
- Assist the Director in supervising records of expenditures for program areas and obtaining state and federal funds for the program areas.
- Attend relevant school, district and other professional meetings when asked.
- Perform related work as required.



KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the principles, practices and procedures of school administration; comprehensive knowledge of area of specialty; ability to develop and present ideas effectively, orally and in written form; ability to establish and maintain effective working relationships with school principals, associates and the public.

EDUCATION AND EXPERIENCE

Required: Master’s Degree in education administration, adult education, or related content area, and a postgraduate professional license endorsement in Administration & Supervision PreK-12. Must have 3 years of teaching experience.

Preferred: Experience in the field of adult education and/adult learning theory.

PHYSICAL REQUIREMENTS

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver’s license

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 9/17, 3/20
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