

ADULT PROGRAM SUPERVISOR

Reports to:	Coordinator of Adult Education
Classification:	Classified
FLSA Status:	Exempt
Terms of Employment:	246 Days which shall includes 7 paid holidays according to Board Policy
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY:

To supervise the operations of the Adult and Community Education office and other duties as listed below.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Additional duties may be assigned.*

- Ability to supervise daily operations of the Adult and Community Education office.
- Ability to plan, administer and coordinate over 175 vocational and non-vocational classes per semester.
- Monitor and evaluate over 60 part-time instructors and office staff.
- Research market trends in Adult Education and monitor competitive programs.
- Develop and produce brochure of semester courses.
- Assist in developing course outlines and objectives.
- Maintain classroom schedules and locations.
- Interview, hire and terminate instructors.
- Conduct instructor orientations.
- Monitor and evaluate instructors and office staff.
- Process instructor timesheets and invoices for Accounts Payable.
- Oversee student enrollment and handle comments/concerns from students and instructors.
- Maintain student database and create reports.
- Audit all financial transactions, including collection of past-due invoices.
- Maintain textbook and office supply inventory.
- Maintain training records for compliance and reporting to the State.
- Monitor accuracy of website and on-line courses.

Interpersonal Relations:

- Demonstrate positive interpersonal relationships with students and community patrons.
- Demonstrate positive interpersonal relationships with district staff.

Professional Responsibilities:

- Dress in a professional manner.
- Demonstrate enthusiasm toward students and the teaching profession.
- Follow the policies and procedures of the school district.
- Maintain confidentiality; unquestionable integrity with staff and students.

SUPERVISORY RESPONSIBILITIES:

- Supervise Adult Education instructors.
- Supervise office staff.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's Degree with major course work in education or a closely related field.
- Eligible to obtain State of Missouri Adult Education Supervisor Certification.

OTHER SKILLS AND ABILITIES:

- Must have strong communication, computer and interpersonal skills.
- Strong program management skills and ease of creativity.
- Strong organizational skills for document organization and retention.
- Knowledge of adult teaching and learning principles, including classroom instruction and test development.
- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with staff, school community, and industry personnel.
- Ability to speak clearly and concisely both in oral and written communication, consistent with the duties of this position.
- Ability to perform duties in full compliance with all district requirements and Board policies.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 50 lbs. such as to lift files and paper.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. The employee continuously is interacting with the public and staff.

The information contained in job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Adult Program Supervisor
Revised: SY 2006-2007