

# COORDINATOR OF ADULT EDUCATION

<b>Reports to:</b>	<b>Assistant Superintendent Human Resources</b>
<b>Classification:</b>	<b>Certified</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Terms of Employment:</b>	<b>12 Months according to Board Policy</b>
<b>Evaluation:</b>	<b>Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy</b>
<b>Compensation:</b>	<b>Reviewed and established annually by the Board of Education</b>

## **JOB SUMMARY:**

The Coordinator of Adult Education/Customized Training manages administrative functions of the district Adult Education and Customized Training programs.

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

- Knowledge of development and administering education and training programs.
- Knowledge of various State and Federal requirements for programs of assistance for economic development training incentives.
- Ability to supervise training needs analysis, instructional design, and training activities.
- Ability to develop plans and budgets for education and training activities.
- Ability to supervise personnel.
- Administers, develops and delivers the adult vocational and a-vocational programs and the provisions of organizational development and training services for local industry and its employees.
- Provides leadership for the continuing development of the role of adult classes within the school district and the City.
- Ability to market and promote education and training programs.
- Ability to write grants, proposals and contracts for education and training funding and services.
- Knowledge of teaching and learning principles including classroom instruction.

## **SUPERVISORY RESPONSIBILITIES:**

Adult Education and Customized Training 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:**

- Master's Degree, preferred.
- Three years experience in public and educational administration including three years of increasingly responsible technical personnel experience.
- Appropriate Missouri Administrative Certification.

## **COMMUNICATION SKILLS:**

- Ability to effectively present information and respond to questions from administrators, staff and the general public.

## **MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS AND ABILITIES:**

- Must have strong communication, computer and interpersonal skills.
- Must have ability to learn and utilize new software programs as systems are upgraded.
- 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.

**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.**

Coordinator of Adult Education  
Revised: SY 2004-2005