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<b>Position:</b>	Coordinator, Adult Education Programs	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	Clovis Adult Education	<b>Salary Grade:</b>	Appropriate Placement on Salary Schedule
<b>Reports to/Evaluated by:</b>	Director of Adult and Vocational Education/Principal Adult Ed.	<b>Salary Schedule:</b>	Admin. Management

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**SUMMARY**

Supervises instructional and classified staff within programs assigned and other professional staff members as assigned.

**DISTINGUISHING CAREER FEATURES**

Helps coordinate and supervises the development and implementation of Adult Education programs as assigned. In addition, the coordinator will assist administration in insuring that the District’s Educational philosophy, goals, and objectives relative to Adult and Vocational Education are translated into all programs which will best benefit the adult and secondary students of the district and meet their educational needs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Coordinates Adult Education programs as assigned, such as Vocational, Older Adult, Community Education, and /or Academic.
- Assumes responsibility for the development and coordination of the assigned program(s).
- Takes the leadership role in developing and implementing program course outlines and curriculum to accomplish the objectives of the assigned program(s).
- Develops and disseminates publicity and promotional materials for assigned programs.
- Makes public presentations to various community groups, sites, and others as requested.
- Assists in establishing advisory committees and conducting meetings.
- Attends meetings, workshops, and seminars to maintain liaison with related programs as requested.
- Develops and implement staff development activities for assigned program(s).
- Assists school administration in the supervision of assigned program(s), staff, and evaluations.
- Provides written reports of assigned program(s) as required.
- Supervises and maintains records for the assigned program(s) to insure budget limitations are not exceeded.

- Assumes administrative responsibilities for the school in the absence of administrative staff.
- Makes recommendations relative to the hiring of instructors and classified support staff.
- Assists in the evaluation of instructors, paraprofessionals, and support staff.
- Responsible for monitoring assigned program(s) and average daily attendance data.
- Responsible for establishing and/or maintaining positive facility agreements with off campus instructional satellite sites.
- Requires occasional evening supervision.
- May be required to provide counseling services as needed.
- Performs and assists in other duties as required to accomplish the job.

### **QUALIFICATIONS**

**Knowledge and Skills:** Must understand and support District, State, and Federal policies, regulations, and guidelines. Requires understanding of district evaluation procedures. Must have knowledge of leadership skills necessary to succeed in education. Requires strong communication and management skills, and principles of business letter writing and basic reports. Must have ability to implement positive skills in establishing successful public relationships.

**Abilities:** Work with multiple school, public and private sites and staffs. Provide direction for teaching staff. Develop promotional materials for program. Develop, maintain, and improve courses for program clientele. Develop and implement curriculum. Maintain accurate records. Respond to inquiries and request for information from students, teachers, and the general public. Explain, interpret and apply applicable rules, regulations, policies, and procedures. Communicate clearly and concisely, both orally and in writing.

**Physical Abilities:** Requires ambulatory ability to move to different offices and sites. Requires sufficient visual acuity to recognize words and numbers. Requires satisfactory speech and auditory abilities to carry on conversations in large and small audiences, in one-on-one settings, and on the telephone.

**Education and Experience:** Requires an administrative credential. A minimum of 3 years experience in a supervisory position in a school district is recommended.

**Licenses and Certificates:** A California Administrative Services Credential is required.

**Working Conditions:** Work is performed indoors where minimal safety considerations exist.