

JOB DESCRIPTION

TITLE DIRECTOR OF ADULT AND COMMUNITY EDUCATION

QUALIFICATIONS

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/ Experience	Master's Degree in Educational Leadership or Administration and Supervision. Minimum five years experience in adult and/or community education. Additional education may be substituted for experience.
Skills/Knowledge	Knowledge of effective management practices; adult and/or community education experience; recruitment and selection, budget, marketing, training and development skills; knowledge of health, safety, and security practices, instructional materials selection, district, state and federal data collection and reporting, and state and district rules/regulations and policies. Ability to use word processing, spreadsheet and database software.
Language Skills	Ability to read, analyze and interpret the most complex documents. Ability to respond effectively to sensitive inquiries or complaints. Ability to write speeches, presentations and articles using original or innovative techniques, technology and style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or school board.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical fundamentals of advanced algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense and to communicate options and solutions when several variables exist. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism. Ability to deal with a variety of abstract and concrete variables.
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. The employee is required to talk clearly and hear accurately. The employee is required to stand; walk; use hand to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

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 function. The noise level in the work environment is that of a classroom setting.

REPORTS TO

Assistant Superintendent of School Operations

GENERAL RESPONSIBILITIES

1. Administers manages and continuously evaluates all programs and services for the Department of Adult and Community Education.
2. Provides leadership for District Adult and Community Education Programs.

SPECIFIC RESPONSIBILITIES

1. Supervises the operation of the Adult and Community Education Program that includes a staff of full-time coordinators, full-time instructors, part-time instructors, and non-instructional personnel.
2. Manages and coordinates the General Educational Development (GED) program and serves as the District's Chief Examiner.
3. Negotiates and coordinates classroom and office facility uses with principals and others.
4. Supervises and evaluates the Adult and Community Education Coordinators, and monitors their programs to maximize district resources.
5. Organizes and supervises Community Education out-reach classes, and develops additional Community Education programs to meet community needs. These classes include but are not limited to programs such as After School Enrichment.
6. Prepares schedules, forms, brochures, handbooks, and procedures to effectively operate the programs.

7. Prepares program records, audit materials for data collection and reporting, and Workforce Development accounting for all programs within the Department of Adult and Community Education.
8. Determines community needs and interests in educational, recreational, cultural and social services and conducts annual evaluation of the programs offered.
9. Provides in-service education to appropriate Adult and Community Education staff.
10. Writes, monitors and evaluates the Adult Basic Education and other Adult Education grants.
11. Updates all data for Adult and Community Education courses and disseminates course-related data.
12. Prepares the annual Department of Adult and Community Education budget.
13. Coordinates activities with those of other areas within CCPS Workforce Education.
14. Performs such other duties as assigned.