ADULT EDUCATION SUPERVISOR/COORDINATOR

1. **BRIEF DESCRIPTION OF POSITION**
   1.1 Under the supervision of the director or designate, assumes responsibility for the function of an adult education day school site, and evening program.

   1.2 Coordinates and supervises assigned programs or sites within the Adult Education Program; at assigned sites, oversees the improvement and evaluation of instruction and curriculum.

2. **MAJOR DUTIES AND RESPONSIBILITIES**
   2.1 Coordinates and supervises the operation of a day Adult Education site as assigned.

   2.2 Coordinates and supervises the operation of an evening Adult Education site as assigned.

   2.3 Coordinates and supervises the work of the evening hourly site coordinator.

   2.4 Coordinates and supervises all areas of the instructional program; including interpretation of test data, improvement of instruction and the development of new course curriculum and programs, and assessment of programs and instruction.

   2.5 Coordinates and supervises in-service programs for certificated and classified personnel.

   2.6 Coordinates and supervises in arranging and monitoring facilities.

   2.7 Coordinates and supervises site-related problems.

   2.8 Coordinates and supervises a program master schedule.

   2.9 Coordinates and supervises the development and maintenance community advisory committees.

   2.10 Coordinates and supervises providing for the comfort and safety of students and supervising security personnel.

   2.11 Coordinates and supervises federal and state funding sources and assists in the preparation of funding proposals to secure available resources.

   2.12 Coordinates and supervises demonstrations on the methods and techniques for effective instruction.
2.13. Coordinates all textbooks, media and equipment requests.

2.14. Coordinates and supervises planning and conducting pre-service and in-service programs for staff.

2.15. Coordinates and supervises staffing projections and recruiting of personnel.

2.16. Coordinates and supervises the preparation of reports.

2.17. Coordinates and supervises data collection.

2.18. Coordinates and supervises curriculum workshops, staff development activities, and special projects.

2.19. Coordinates and supervises the selection and evaluation of staff upon request.

2.20. Performs other duties as assigned.

3. **MINIMUM QUALIFICATIONS**
   3.1. Valid Designated Subjects Supervision and Coordination Credential may be required

   3.2. Minimum three years experience in Adult Education

4. **EVALUATION**
   4.1. Annually by Director