

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