

**ADULT EDUCATION DIRECTOR**

**REPORTS TO:** \_\_\_\_\_ Superintendent

**ESSENTIAL FUNCTIONS:**

Develops and manages community and adult education program.

Supervises the adult and community education staff which includes supervisor, coordinators, teachers, paraprofessionals, and secretaries.

Ensures that community and adult programs maintain financial viability.

Oversees budgets for community and adult education program.

Directs the development of curriculum guides.

Participates with other administrators to ensure quality instructional programs.

Meets with representatives from the community and other districts regarding community education programs.

Serves as liaison between District and community.

Selects materials and equipment for department.

Participates in special projects in community needs analysis or adult instructional program development.

Supervises the granting and distribution of certificates and diplomas to students successfully fulfilling the requirements for them.

Participates in county, state, and national activities designed to improve adult/community education.

Responsible for all reports as they relate to adult education.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

**DESIRED MINIMUM QUALIFICATIONS:**

Three years teaching experience. Administrative experience preferred.

Ability to read, analyze, and interpret general business periodicals and professional journals.

Ability to write reports and business correspondence.

Ability to effectively present information and respond to questions from the general public.

Ability to communicate clearly and concisely in both oral and written form.

Ability to establish and maintain effective working relationships with students, staff, and the community.

Ability to handle stressful situations.

Ability to maintain confidentiality of employment and student matters.

Ability to effectively manage time and responsibilities.

Demonstrated leadership ability and general knowledge of issues and problems in all aspects of adult and community education.

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**EQUIPMENT USED:**

Computer, calculator, copier, telephone/voice mail, fax.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended hours while performing the duties of this job.

The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description 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.*

**History**

Approved on: June 9, 2010

Revised on: