

District Position Description



Position Title:	Director of Adult Education
Department:	Adult Education
Reports To:	Chief Instructional Officer
FLSA Status:	Exempt

SUMMARY:

Under limited supervision, extends the benefits of the district and community's educational program to as wide a section of the community as is interested and as can benefit from continued exposure to academic work and vocational courses.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Meets with staff members and laymen to identify community interest and needs in terms of specific course offerings.
- Serves as adult education liaison for Aiken County and distributes information to the appropriate parties within the districts.
- Provides curricular course offerings in conformance with state laws regarding high school equivalency requirements.
- Supervises the preparation of a general curriculum for two semesters each school year and for special projects throughout the year.
- Organizes such classes in the general adult education programs as are needed in the communities as evidenced by original and sustained enrollments.
- Coordinates adult education referrals and services with secondary school personnel and programs.
- Maintains an ongoing program of courses relevant to the needs of prospective clients in Aiken County.
- Assists with finding and screening applicants for teaching positions and recommends them for appointment.
- Plans and directs in-service training programs for adult education faculty.
- Determines if tuition fees and tuition-free eligibility procedures are required, and directs the collecting of tuition as required, and sees that deposits are promptly made with the district's business manager and maintains an accurate system of records for all funds handled.
- Prepares and supervises mailing of informational materials to be sent to community residents announcing the adult education program and its offerings.
- Oversees the enrollment of all students in the program and maintains accurate records.
- Assists with on-site coordination of assigning rooms for adult education classes.
- Assumes responsibility for establishing a system for the administration and scoring of tests and examinations and reporting of grades for all courses carrying academic credit or leading to a diploma or certificate.
- Maintains a system for the completing of accurate records of the program, and from these records prepare such reports as may be required by district personnel or other legal authorities.
- Supervises the granting and distribution of certification and diplomas to students successfully fulfilling the requirements for them.
- Guides and counsels adult students interested in continuing their education.

- Participates in county, state, and national activities designed to improve adult education.
- Carries out statistical and other research projects connected with the adult education program.
- Performs other duties as may be assigned by the Chief Instructional Officer or Superintendent.

JOB SPECIFICATIONS

EDUCATION and/or EXPERIENCE:

Master's Degree in Education Administration or a related discipline; minimum of five years of successful teaching experience at the secondary level, teaching experience with adults preferred. Must be able to effectively work with public both in person and on the phone.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid South Carolina Certificate in one of the following areas:

- Secondary Education (any content)
- Secondary Principal (Tier I, Tier II)
- Secondary Supervisor
- Superintendent

SUPERVISORY RESPONSIBILITIES:

Supervises assigned Adult Education Staff. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints, and resolving problems.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to communicate effectively with students, parents, District staff, government agencies and all other groups involved in the activities of the job. Ability to identify effective strategies for federal program initiatives.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference and in the display and interpretation of assessment data. Ability to apply basic concepts of statistical analysis, fractions, percentages, ratios, and proportions to practical situations. Ability to apply financial concepts such as compound interest, time value of money, tax rates and discounts.

REASONING ABILITY:

Ability to comprehend, interpret, and apply state and federal regulations to related academic initiatives. Ability to effectively apply knowledge of academic initiatives, programs, and services. Ability to interpret and carry out instructions furnished in written, oral, diagram or schedule form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

Ability to perform duties with awareness of all district requirements and Board of Education policies.

Personal computer experience required. Knowledgeable of all state and federal regulations and compliance requirements applicable to federal programs. Knowledge of the records, forms and reports which must be prepared and maintained. Knowledge of fiscal management practices. Strong knowledge of word processing, e-mail, spreadsheets, electronic file management, the internet, and reporting and presentation software. Knows how to keep abreast of changes in policy, standards, procedures, and regulations pertinent to job functions. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication.

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.

The employee will occasionally lift and/or move up to 50 pounds such as boxes of materials. The employee will sometimes push/pull items such as furniture or boxes of materials.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, listen and/or reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision. Occasionally the position requires the employee to work irregular or extended hours. Duties of the job require frequent use of a computer monitor and related equipment.

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 functions.

Office environment with limited exposure to environmental conditions. The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day.

TERMS OF EMPLOYMENT:

12 months School Calendar Days

Director II Pay Scale

The terms of employment detailed in this job description are based on full time employment during the school year. Conditions of employment adjusted for part time employees or individuals who are hired for less than an entire school year.

EVALUATION:

Performance of this job evaluated annually according to Board Policy.

DISCLAIMER STATEMENT:

The information contained in this job-description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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