

## **COORDINATOR, ADULT ACADEMIC PROGRAMS**

### **GENERAL RESPONSIBILITIES**

Responsible for assisting the Director of the Adult Learning Center (ALC) in supervising the development, implementation and coordination of curriculum and programs in the area of Adult Basic Education (ABE), General Educational Development (GED), or adult English for Speakers of Other Languages (ESOL).

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Directly oversee testing, counseling, placement, orientation, of students enrolled in the various programs and courses.
- Assist in formulation and adherence to the Safe Schools Plan.
- Assist in the formulation of staff handbooks and student information sheets.
- Counsel students and carry out corrective discipline when needed.
- Coordinate assignments of community service appointees and university interns and practicum students working in the Adult Learning Center.
- Maintain a close working relationship with community and state agencies and area businesses as directed.
- Assist the ALC Director in disseminating state Content Standards to instructional staff and in ensuring their implementation.
- Provide input in the recruitment, screening, hiring and training of departmental personnel.
- Provide orientation and in-service training programs for new personnel.
- Assist departmental teachers in the handling of instructional problems and serve as a resource person on curriculum questions.
- Assume the responsibility for ordering and distributing most instructional materials.
- Recommend needs for inclusion in the departmental budget.
- Observe departmental personnel and provide formal feedback for program improvement.
- Attend relevant school, district and other professional meetings when asked.
- Meet with department heads citywide to promote interdisciplinary programs.
- Assist in identifying and utilizing community resources for departmental programs.
- Devise experimental programs designed to improve the curriculum and instructional techniques.
- Interpret program areas to the public.
- Assist in the collection, review, and submission of all forms and reports, relative to the program area, to state/federal agencies.
- Maintain a close working relationship with community and state agencies and area businesses.
- Assist the ALC Director in communicating program information to area advisory committees as needed.



- Keep informed on educational innovations and trends as they relate to the instructional area.
- Assist the ALC Director in supervising records of expenditures for program area.
- Assist the ALC Director in obtaining state and federal funds for the program area(s).
- Coordinate the acquisition, selection and analysis of data with respect to the program area.
- Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the principles, practices and procedures of school administration; comprehensive knowledge of area of specialty; ability to develop and present ideas effectively, orally and in written form; ability to establish and maintain effective working relationships with school principals, associates and the general public.

**EDUCATION AND EXPERIENCE**

Master’s Degree in education administration, adult education, or related content area, and considerable teaching experience. The administrative endorsement is required. A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

None.  
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

None.

FLSA status: Exempt	Description: Rev. 7/08
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