



Coordinator of Adult and Community Education

JOB DESCRIPTION

The Coordinator for Adult and Community Education, under the supervision of the Executive Director of Student Support Services, directs and coordinates the activities of the development, organization, operation, coordination and evaluation of the Adult and Community Education Program.

EDUCATIONAL AND CERTIFICATION REQUIREMENTS

- Master's Degree with specialized training in community education or the equivalent in training and experience. Administrative Certificate desirable but not required.

DUTIES AND RESPONSIBILITIES

1. Analyzes courses and activities to ensure maximum effectiveness and maintains program operations.
2. Directs brochure preparation and assessment of needs and promotional activities in the community.
3. Collaborates with business, local agencies and community groups to maximize use of human and physical resources.
4. Serves as the communication link for a department that is responsive to community needs while staying current with contemporary educational issues.
5. Conducts quarterly evaluation reviews of staff and all program offerings.
6. Supervises and evaluates teachers and staff in the adult education program.
7. Recruits, interviews, and coordinates, and selects adult education personnel for staff positions.
8. Manages and maintains a cost-effective department, accurate records and details for reporting purposes to local administrators and state officers responsible for the financing of the program.
9. Demonstrates fiscal responsibility for local and federal funding.
10. Works with appropriate local and state agencies for program approval and financial support, and executes contracts and expenditures.
11. Completes follow-up and enrollment reports as required by state regulations.
12. Applies for grant money when appropriate for program needs.
13. Promotes the development of career education choices, job skills training/retraining, personal improvement, and academic opportunities both on campus and at work sites for the adult learner.
14. Participates in professional organizations, provides leadership in identifying trends and opportunities. Attends and participates in workshops and state and national conferences.
15. Performs duties in a professional, ethical and responsible manner as defined in the TEA Code of Ethics for educators.
16. Works with business, industry, and other local agency advisory councils to determine the need to provide training/literacy programs on campus and/or at work sites.
17. Performs other duties as assigned

MENTAL DEMANDS

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

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PAY SCALE: PE6

NUMBER OF DAYS: 202

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

*Revised
12/02/07*