

Northwest Technical School – Adult Education Coordinator

Job Title: Adult Education Coordinator
Department: Instructional Support
Reports to: Director
Classification: Exempt
Category: Professional Staff

Summary

The adult education coordinator is responsible for providing adult and community educational programming.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Responsible for the overall coordination and supervision of the Adult and Community Education Program in the Maryville R-II School District.
- Develop outreach programs to service all communities from sending schools.
- Prepare and submit all state and local reports necessary for program operations.
- Complete all state reimbursement requests.
- Develop, submit, and supervise the day-to-day program budgets and financial status of the total Community Education program so as to be self-supporting.
- Establish fee structure for self-supporting operation.
- Prepare and submit to the Director a profit and loss statement for all community education programs on an annual basis.
- Recruitment and selection of instructors and secure teacher certification.
- Assist instructors in development of curriculum and curriculum guides, and purchase of instructional materials.
- Conduct teacher orientation for Adult Education.
- Schedule classes and market class offerings.
- Enroll students, collect fees, and distribute student receipts.
- Maintain necessary student record files of course work completed.
- Responsible for supervision of classroom instruction, evaluation of program and instructor, and building security.
- Communicate with daytime instructors for use of equipment and/or facility needs.
- Work with area comprehensive high school administrators for providing Community Education needs in their respective communities.
- Work with area business and industry to write training agreements, proposals, secure funding, staffing, supervise training, and complete necessary paper work for evaluation and reimbursement.
- Maintain an active program advisory committee.
- Coordinate the district's School Aged Child Care (SACC) program.
- Network and coordinate efforts with area agencies so as to prevent duplication of services yet streamline services to clients.
- Prepare and submit electronic data when appropriate.
- Coordinate building use scheduling for Community Education activities with the Director.
- Attend staff meetings.
- Other duties as assigned and/or prescribed by Maryville R-II School District policies and procedures.

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Supervisory Duties

Has supervisory authority over all adult and community education instructors.

Qualifications

Education - Bachelors degree or higher.

Certificates, Licenses, Registrations - Be able to secure a valid Missouri Career Education Certificate.

Skills and Abilities

Language

An individual who holds this position must have the ability to:

Present information to staff members.

Respond to common questions and complaints .

Interview students and staff.

Read, analyze and interpret professional journals, Board policy, administrative procedures, government memos and statutes.

Write staff memos and ordinary business correspondence.

Keep information confidential when required by law, policy or a particular situation.

Computation

Ability to compute ratios, percentages and create and interpret graphs and figures.

Reasoning

Ability to define problems, collect data, establish facts and draw valid conclusions.

Technology

An individual who holds this position must have:

Basic computer word processing, spreadsheet and research skills.

An ability to access and create reports using the district's student information software.

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 essential functions.

An individual who holds this position is frequently required to move in and around buildings and grounds to visit classrooms, attend meetings, sit for up to an hour at a time and supervise bus loading and unloading areas.

Hearing

The employee must be able to hear a conversation in a noisy environment.

Attendance

Regular and consistent attendance is an essential function of this position.

Conditions and Environment

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The work environment is consistent with a typical office environment; however the individual who holds this position may be required to be outside in temperatures below freezing and above 100 degrees. An individual who holds this position is frequently required to work irregular or extended hours.