

AEL - Director

Job Title: AEL - Director
Department: Administration
Reports to: Superintendent
Classification: Exempt
Category: Professional Staff

Summary

The director is the instructional leader for his or her building and is responsible for the daily operation of the building.

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.

- Prepare the Annual Program Application Plan and budget in cooperation with the chief executive officer of the program's administrative unit and the chief executive officers of area districts where AEL satellite classes are planned.
- Operate within the specifications and limitations of the AEL program budget.
- Operate under the rules, regulations, and guidelines of "Administrative Guide of Adult Education."
- Assist in starting new satellites. Find suitable classroom facilities with the assistance of teachers. Provide for adequate materials and supplies at all sites. Visit all satellite sites a minimum of three times each program year.
- Employ and train qualified teachers and support staff. Arrange for appropriate professional development training. Assist with literacy tutor training. Enroll teachers in annual certification workshops and annual in-service. Evaluate each site and instructor on a systematic basis, do both formative & summative evaluations.
- Provide ongoing coordination with all referral agencies and with local and area school districts and school boards.
- Provide out-reach activities designed to inform adults of the availability and benefits of the program. Publicize area wide AEL program.
- Set date and prepare agendas for a minimum of two AEL Advisory Board meetings each year.
- Host two staff appreciation events each year.
- Assist secretary with monthly requisitions. Track monthly expenditures and receipts.
- Coordinate activities through LEA Administrator.
- Develop and distribute all report forms to staff.
- Make presentations to local and area organizations. Coordinate publicity efforts with staff. Make presentations at state conferences if requested.
- Write grant proposal every three years. Submit mid-year and final expenditure spreadsheets to state. Write grants for expansion funds. Write application for literacy funds.
- Send reports to state in a timely manner.
- Track retention and contact hours for each site.
- Track core and performance funding.
- Update teacher handbook yearly.
- Attend spring & fall AEL Administrators' Conference; attend annual state Adult Education Conference; attend state and local professional development seminars. Attend inter-agency meetings.
- Oversee daily activities of the main Learning Center.
- Follow-up on school district and probation referrals.
- Oversee all AEL activities at the Maryville Treatment Center (MTC):
 - Plan and organize a minimum of two commencements at MTC each year.
 - Organize and File DOC (Department of Corrections) orange educational files at MTC.
 - Submit DOC educational files to Records department at MTC on a daily basis.
 - Update GED application memos weekly. Submit GED applications to MTC Business Office.
 - Send necessary GED testing informational memos to ASIM, FUM's, CCA's, Custody, Shift Commanders, Food Service, and Control Center.
 - Set testing dates with GED examiner. Get clearance approval request memos for GED examiner to the Major. Send GED transcripts to state DOC Central Office education manager. Change educational status of those who pass the GED test to E-1. Send E-1 forms to all CCA's and FUM's.
 - Provide budget requests for MTC Canteen funding quarterly. Attend quarterly Canteen meetings.
 - Attend bi-monthly Classification and Treatment meetings.

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- Do monthly instructional schedule for all AEL staff. Set date and provide agenda for monthly MTC teachers' meeting.
- Teach 18 hours per week.
- Schedule DOC training for staff.
- Issue push-up, pull-ups, and conduct violations as needed.
- Systematically review and update education status on students.
- Track daily releases and transfers. Track special needs files.
- Other duties as assigned and/or prescribed by Maryville R-II School District policies and procedures.

Supervisory Duties

Has supervisory responsibility over all building staff.

Qualifications

Education – Bachelor's degree or higher in educational administration.

Certificates, Licenses, Registrations – Maintain valid Missouri certification.

Skills and Abilities

Language

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

Present information to staff members, other administrators and the Board of Education.

Respond to common questions and complaints

Interview students and staff.

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

Write newsletter articles, 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

Basic computer word processing, spreadsheet and research skills.

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 must frequently move in and around buildings and grounds to visit classrooms, and attend meetings for an hour or more at a time.

Hearing

Must be able to hear a conversation in a noisy environment.

Attendance

Consistent and regular 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 occasionally be required to be outside in temperatures below freezing and above 100 degrees. The individual who holds this position is frequently required to work irregular or extended hours.