

**Job Title:**                    **Coordinator – Adult Education – School Based**



## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:**            Exempt  
**Reports to:**            Appropriate Supervisor or Designee  
**Supervises:**            Appropriate Staff as required  
**Pay Grade:**            Administrative – 12

**APPROVED**  
**ESCAMBIA COUNTY SCHOOL BOARD**

**JUNE 20, 2017**

**MALCOLM THOMAS, SUPERINTENDENT**  
**VERIFIED BY RECORDING SECRETARY**

## **JOB SUMMARY**

The purpose of this position is to develop and administer adult and community education programs within Escambia County.

## **ESSENTIAL JOB FUNCTIONS**

- Supervises the use of facilities and grounds at program sites during program hours.
- Coordinates with appropriate personnel regarding facility use.
- Provides and maintains school equipment and resources for program operation.
- Conducts student surveys to determine program changes, additions, and deletions.
- Collects and reports all data related to student attendance, budgets, and administrative information required for accountability.
- Monitors budgets.
- Develops curricular strategies, assigns materials, and formulates evaluation processes to be utilized in program evaluations.
- Develops and implements strategies for recruitment and retention of students.
- Utilizes resources in the community to maximize efficiency and effectiveness of program services.
- Serves as a program resource to community agencies, clubs, and organizations.
- Coordinates with schools, District, and agencies to develop programs which meet the needs of the community.
- Assists in the interpretation of programs, philosophy, and policies of the District to staff, students, and the community.
- Responds to inquiries or concerns in a timely manner.
- Keeps supervisor informed of potential problems or unusual events.
- Works closely with District and schools' staffs to support school improvement initiatives and processes.
- Disseminates information and current research to appropriate personnel.
- Conducts needs assessment surveys to determine staff needs for professional improvement.

- Facilitates development of and implementation of resource banks where staff can access new trends in adult/community education.
- Keeps informed about current trends and best practices in areas of responsibility.
- Facilitates the development, implementation, and evaluation of staff development activities provided in assigned areas.
- Develops annual goals and objectives consistent with and in support of District goals and priorities.
- Maintains a network of peer contacts through professional organizations.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Supervises a variety of community/adult education programs at various sites in a geographic area.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Represents, consistently, the District in a positive and professional manner.
- Utilizes current research, performance data, and feedback from stakeholders to make decisions related to program status.
- Provides leadership and direction for assigned areas of responsibility.
- Provides leadership and guidance in the development of annual goals and objectives for assigned department or programs.
- Utilizes appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services, and evaluation of services provided.
- Exercises proactive leadership in promoting the vision and mission of the District.
- Provides oversight and direction for cooperative planning with other agencies.
- Uses appropriate styles and methods to motivate, gain commitment, and facilitate task accomplishment.
- Performs other duties as assigned.

### **MINIMUM REQUIREMENTS**

- Master's Degree from an accredited educational institution.
- Certification in Administration, Supervision, or Educational Leadership.
- Minimum of five (5) years successful teaching experience.
- Completion of the HRMD Program for Principal Certification.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of theories, principles, practices, and techniques of school administration.
- Requires the ability to display knowledge of state statutes, regulations, and practices pertaining to adult and community education.
- Requires the ability to develop, implement, and evaluate instructional programs and practices.
- Requires the ability to supervise and evaluate both instructional and support personnel.

- Requires the ability to supervise student evaluation procedures to ensure a safe and orderly environment.
- Requires the ability to display knowledge of procedures for providing available school and community resources for student support services.
- Requires the ability to display knowledge of program planning processes.
- Requires the ability to display knowledge of District policies, rules, purchasing processes, and budget.

**PHYSICAL DEMANDS**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects.

**WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**