

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Coordinator Adult Education

GENERAL DESCRIPTION

The Coordinator has primary responsibility for the administration and supervision of Adult Education programs, county-wide. The Coordinator provides leadership in the planning, organizing, coordinating, and evaluation of all Adult Education programs, including all curriculum development activities. Additionally, the position manages program grants; maintains accurate program records and reports, and performs related work as required. The position develops, implements and holds accountability for program operation within organizational policies; and reports major activities to executive level administrators through conferences and reports.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Facilitates the development of the Adult Career Pathways, including articulations, programing, course selection, curriculum development, and selection of appropriate assessments.

Evaluates and coordinates the selection of instructional materials and textbooks appropriate to the teaching-and testing of Adult Education courses.

Visits Adult Education programs/classes offering guidance, support and leadership that facilitates instructional best practices and supports student learning growth and achievement.

Assesses the effectiveness of the Adult Education Program annually with respect to performance and other programmatic expectations and develops prescriptive improvement plans as necessary/required.

Provides office management for assigned department/program(s), ensuring effective and efficient office operations and compliance with all applicable policies, procedures and standards of safety and quality.

Prepares department budget and budget documents for Adult Education Programs; including developing and assisting with/managing assigned budgets; prepares, submits and administers grants for special project/programs, such as Adult Education grants.

Provides training, instruction and/or supervision of assigned staff; responsible for selecting new staff; coordinates workflow and provides advice and assistance with parents and students.

Reviews and makes recommendations for changes as appropriate in District policies and procedures related to the Adult Education Programs.

Process all facility use requests from outside persons/agencies in accordance with School board policies including the assignment of room numbers and make provisions for access allowance.

Develop educational specifications and basic equipment lists; evaluate and recommend facility design and work collaboratively with departments throughout all phases of facility planning and construction for both Adult Education programs.

Compiles data for and prepares various statistical, administrative and professional reports, both routine and specialized, as required by the District and/or other agencies.

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Interprets the District's Adult Education Program and related policies to the general public.

Assists program specialists, teachers and school administrators in meeting identified goals in Adult instruction.

Attends and participates in Instructional Services, Curriculum and Instruction, District Technology Team and District Planning Team meetings.

Shares effective instructional strategies with teachers both individually and through in-service workshops.

Co-teaches or visits teachers in schools to model instruction; observes teachers in the classroom as scheduled and/or as requested by principals; makes recommendations for improvement in performance as appropriate.

Offers advice and assistance as needed; provides opportunities for teachers to obtain appropriate professional development through workshops and graduate courses.

Analyzes state and District assessment data to help target professional development needs. Reviews current developments, literature and technical sources of information related to job responsibility.

Receives and responds to inquiries, concerns and complaints regarding issues, programs, policies and procedures in areas of responsibility.

Provides continual validation of instructional competencies in the Adult Education programs through the cooperative and organized efforts of representatives from industry, education, community organization, and the lay public.

Facilitates and/or participates in frequent meetings with teachers, principals and administrators to discuss issues in areas of responsibility.

Works closely with post-secondary institutions to develop articulation agreements.

Coordinates, implements and oversees various other special programs, events and projects as assigned.

Supervises three (3) Adult Education centers, including scheduling classes, contracting teachers and assigning classrooms.

Conducts all disciplinary hearings and dispenses consequences as appropriate. In addition, the position provides counsel to students and parents regarding academic affairs.

Maintains liaison with other Departments, the Florida Department of Education and state universities to ensure current information is maintained for program areas.

Organizes and notifies members of SAC meetings and prepares agendas and related materials.

Maintains knowledge and skill in the current uses of the latest technology in the field of Adult Education.

Plans, develops, implements, monitors, updates, and evaluates curriculum instruction, methods and

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materials as relevant to the district's implementation of the Adult Education Programs.

Under the direction of the Executive Director, Assessment & Accountability assigns testers and supervises operations of the GED testing program.

Attends training, conferences, workshops and meetings as appropriate to enhance job knowledge and skills.

Develops annual program plans, goals and objectives, and methods of measuring program success.

Recruits, interviews and recommends Adult Education teachers to school-based administrators as requested.

Compiles data for and prepares various statistical, administrative and professional reports as required by the District, state Department of Education and/or other agencies.

Designs and conducts preservice and inservice training programs for Adult Education teachers in coordination with the Human Resource Development Department and the Monroe County School District.

Attends and represents the program at District and other meetings; participates as a member of professional organizations and associations as appropriate.

Coordinates programs and projects for special need populations, such as students with disabilities, limited English proficient, and economically disadvantaged.

Monitors current labor market information and uses that information in establishing short and long-range goals for the Adult Education Department.

Follows Federal and State laws, as well as School Board policies.

Performs other related duties as requested.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data

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and possibly executes determinations or reports on events.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate sized department, authorizing expenditures of large amounts of money, supervising the purchasing of high value materials, supplies and equipment.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads journals, manuals and professional publications; speaks formally to groups of co-workers, staff in other organizational agencies, the general public, people in other organizations, and presenting training; composing original reports and manuals, training and other written materials, using proper language, punctuation, grammar, and style.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs coordinating work involving guidelines and rules and the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with serious impact - affects most units in organization, and may affect citizens; probability of loss of life and/or damage are likely.

Also responsible for actions of others requiring development of procedures and constant decisions affecting subordinate workers, student, or others in the general public; works in a very fluid environment with guidelines but significant variation

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Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Establishes methods and procedures for acquiring and handling machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

Ensures adherence to good safety procedures.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires a minimum of a master’s degree in education with appropriate eligibility for Florida DOE certification in Educational Leadership or Local Director of Adult Education Administration.

Doctorate preferred.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Appropriate State of Florida professional certification as required and applicable.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires five years of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body

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movement.

Requires light to medium work involving standing or walking frequently, exerting up to 20 pounds of force on a regular basis, and considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances and some dexterity in operating office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, traffic, toxic or caustic chemicals.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Executive Director, Assessment & Accountability

Supervises:

Departmental Staff

PAY GRADE: From: 138A01 To: 138P03

Number of Months: 12 Number of Days: 254 Hours: 8

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 06/26/2018