

ADULT EDUCATION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a para-professional level position responsible for directing and coordinating the activities of the adult continuing education program of a school district. Individuals in this title schedule, market and implement the program. The work is performed under the general supervision of the Assistant Superintendent for Instruction or a similar level position. Some supervision may be exercised over clerical assistants.

TYPICAL WORK ACTIVITIES:

1. Schedules continuing education courses depending upon need and interest of the community;
2. Interviews and hires instructors for adult education courses;
3. Provides information about the adult education program by responding to telephone and written inquires;
4. Develops the advertising and marketing for adult education program;
5. Collects and records course fees;
6. Keeps records dealing with adult education program;
7. Completes reports required by the school district or the State Education Department;
8. Orders materials and supplies for the program;
9. Compiles and maintains attendance records for each course offered;
10. Assigns rooms and space to the various courses offered in the program;
11. Attends meetings and conferences dealing with adult education program;
12. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the rules, regulations, procedures and facilities used in a school district's adult education program; good knowledge of office terminology, procedures and equipment; good knowledge of business English and math; ability to coordinate courses and facilities within a set time schedule; ability to handle or assist in the handling of conflicts and unexpected problems concerning courses and scheduling; ability to establish satisfactory working relationships with a wide variety of people; ability to communicate clearly, both orally and in writing; initiative; resourcefulness; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

ADULT EDUCATION COORDINATOR (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from high school or possession of a high school equivalency diploma;
- OR: (B) Six months of full-time satisfactory work experience which included public contact work;
- OR: (C) An equivalent combination of the training and experience indicated in (A) and (B) above.

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ADOPTED: 03/25/80

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