



Job Title: **Adult Education/Community Ed Coordinator**

Department: **Schools**

Supervisor: **K-16 High School Director**

Lane Placement: **Administrative Lane 3**

Schedule: **8 hrs / 242 days** Evaluation Group: **JCES**

FLSA Classification: **Exempt**

## **JOB DESCRIPTION**

The Adult Education/Community Education Coordinator is responsible for the development and implementation of the adult education program and activities. This 242-day, year-round position requires extensive knowledge and coordination of ABE, AHSC, ESL, GED Programs, 21<sup>st</sup> Century programs, Utopia reporting, adult education policies and procedures, and proven track record of successful state and federal grant writing.

## **ESSENTIAL FUNCTIONS**

- Hire, provide direction to, and evaluate staff
- Advertise, market, and promote adult education and community education programs
- Compile and publish community education/adult education catalogs
- Supervise site-based community education coordinators
- Write grants to supplement state funding of programs
- Oversee testing, intake, and supervision of adult education students
- Demonstrate excellent interpersonal skills and enthusiasm for working with adult students
- Supervise secretaries, aides, and other clerical staff
- Complete reports to USBE
- Manage Utopia reporting
- Predictable and reliable attendance

## **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

## **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires a Bachelor's Degree from an accredited college or university.
- Advanced Degree preferred.
- A minimum of three (3) years of experience with adult education programs preferred.
- License preferred, but not required.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

**PHYSICAL REQUIREMENTS**---*Not limited to the following:*

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
  - Requires the ability to lift a minimum of ten (10) pounds.
  - Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.
- Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 11/01/2019