



Position Title: Director, Adult Education
Reports To: School Director, Community Education
Department: Community Education
Prepared By/Date: Susan Dow/6-17-2010
Approved By/Date: Geoff Gathercole/6-18-2010
Revised: Jennifer C. Brito/6-28-2010

Job Code: 0123
Job Group: PEC
Salary Grade: 17
FLSA Status: Exempt

Summary:

To provide leadership and direction to Adult Education programs on six (6) campuses and to advocate for Adult Education programs and students in College-wide and district departments; to stay informed about state policies and procedures and to establish that said policies and communicated to practitioners.

Essential Duties and Responsibilities:

- Provides leadership and direction on all matters affecting Adult Education programs (ABE/GED and ESOL).
- Writes and administers Adult General Education grants used to operate Adult Education programs.
- Attends meetings of professional organizations, such as CAESC and ACE of Florida in order to stay current on legislation, policy changes, and best practices in Adult Education.
- Serves on statewide committees such as FFDOE Transition Standing Committee, and the Region V Regional Training Council.
- Provides training and information regarding curriculum changes.
- Reports requirements and best practices to Adult Education to staff on six (6) campuses.
- Coordinates with Institutional Research on NRS reporting issues to ensure that data is accurately captured and that all grant deliverables are met.

Knowledge, Skills and Abilities:

- Thorough understanding of the adult learner
- Familiarity with all relevant assessment tools and the ability to interpret scores
- Excellent interpersonal, written communication, oral presentation, organizing and planning, and statistical/analytical skills.
- Strong leadership skills that promote dedication, creativity, innovation and growth
- Ability to manage, analyze and interpret financial data.
- Ability to think, reason, and make sound judgments on how responsibilities are completed in compliance with college standards and guidelines.
- Ability to develop and interpret financial data/plans and manage resources
- Ability to think, reason, and make sound judgment on how responsibilities are completed in compliance with college standards and guidelines
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

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 the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree in an appropriate field, such as secondary education, TESOL, or educational administration and four (4) years of experience in responsible experience developing and implementing Adult Education programs.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name