

EMPLOYEE NAME: \_\_\_\_\_

Created: 8/14; Revised: 10/17; 6/18; 11/23

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Coordinator, Adult Education	<b>JOB CODE:</b> 675A
<b>DIVISION:</b> Accountability and Research	<b>SALARY SCHEDULE:</b> Professional/Supervisory Support
<b>DEPARTMENT:</b> Alternative Education	<b>WORK DAYS:</b> 208
<b>REPORTS TO:</b> Director, Adult Education	<b>PAY GRADE:</b> Based on Rank G (NK07)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Assists the Director with the daily operations of the Adult Education Center and its auxiliary site within the SDA (Service Delivery Area); assists in developing and implementing education plans to ensure staff, space, and materials are adequate to comply with federal and state grant funding guidelines.	

**REQUIREMENTS:**

1.	Educational Level: Bachelor Degree required; Master Degree preferred
2.	Certification/License Required: None; Valid Georgia Teaching Certificate preferred
3.	Experience: 3-5 years of related work experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, computer skills

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Assists with the administration and operation of classes at the Adult Education Center and its auxiliary site within the SDA.
3.	Supervises staff assignments and assists in the hiring and training of instructors and support staff.
4.	Assists with the training of management and support staff.
5.	Assists the Supervisor in accounting and/or budget of grant funds for students attempting to complete all GED requirements.
6.	Identifies training needs and ensures that necessary job-related instruction is provided to staff to facilitate the SDA productivity.
7.	Attends seminars, conferences, job-related training, and other professional training programs; reads work-related information and materials.
8.	Promotes the campus to public and private organizations.
9.	Assists in the preparation of the annual budget for the programs as outlined in federal and state grant procedures.
10.	Coordinates building security and emergency preparedness for main campus program and supervises off campus site; ensures policies.
11.	Supervises classrooms for instructional delivery and student accommodations.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_