



EMPLOYEE NAME: _____

Revised: Revised: 6/86; 11/88; 3/92; 6/92; 2/93; 1/94; 12/94; 2/95; 2/97;
3/01; 4/02; 10/12; 1/14; 07/14; 3/15; 7/15; 6/18; 10/23

JOB DESCRIPTION

POSITION TITLE: Director, Adult Education	Job Code: 675B (Cert) 675C (Class)
DIVISION: Accountability, Research & Grants	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Adult Education	WORKDAYS: Annual Administrative Employees
REPORTS TO: Assistant Superintendent, Accountability, Research & Grants	PAY GRADE: NK01
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides leadership in the development, implementation, and evaluation of the Adult Education Program.	

REQUIREMENTS:

1.	Educational Level: Master’s degree required
2.	Certification/License Required: None
3.	Experience: 5 years of experience in 9-12 programs; district or building leadership preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Oral and written communication, leadership, organizational 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.	Promotes Adult Education program at community events, maintains good public relations and facilitates positive communications between the school and community.
3.	Collaborates with businesses and organizations to establish new Adult Education sites in the community.
4.	Maintains an active role on Cobb Workforce Development Board.
5.	Observes and evaluates the performance of employees; supervises, manages conflicts, and coordinates schedules.
6.	Interviews and recommends applicants for employment according to federal, state, and county policies and procedures.
7.	Demonstrates appropriate knowledge of curriculum; organizes and coordinates programs and materials to enhance student learning and teacher effectiveness.
8.	Establishes a positive climate that includes high expectations for conduct and performance of participants and staff.
9.	Supervises the maintenance and operation of all program facilities and grounds.
10.	Develops annual grant applications and prepares for grant monitoring by Technical College System of Georgia/ Adult Education Division.
11.	Develops a budget, accounts for program funds, and administers all financial related matters according to established federal, state, and county regulations and guidelines.
12.	Completes and submits all paperwork and reports required by local, state, and federal agencies.
13.	Administers and improves the total program in compliance with all procedures, standards, and local, state, and federal regulations.
14.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____