

**TITLE:**                    **ADMINISTRATIVE ASSISTANT (Adult-Community Education)**  
**FLSA:EXEMPT**

**QUALIFICATIONS:**    1. A Master's Degree from an accredited college or university with certification in administration and supervision or educational leadership.  
2. Certification in adult education or willingness to reach certification status in a timely manner. District administrative intern preferred.  
3. Experience with adult learners is desirable.  
4. Such additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

**REPORT TO:**            Adult/Community Education Principal or Director of Vocational/Adult Food Service

**SUPERVISES:**         All school assigned personnel

<b><u>JOB GOAL:</u></b> This instructional position extends the benefits of the district's educational program to as wide a section of the community as can benefit from continued exposure to academic work and other life long learning experiences.
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**PERFORMANCE RESPONSIBILITIES:**    \*Essential Performance Responsibilities

- \* 1. Arrange courses to fit the expressed needs of adults in the community.
- \* 2. Recommend competent and certified part-time instructors for the program
- \* 3. Supervise instruction and administer the program of Adult/Community Education.
- \* 4. Maintain all necessary records, and oversee necessary accounting procedures.
- \* 5. Publicize the offerings of the program.
- \* 6. Requisition necessary supplies.
- \* 7. File an annual comprehensive report with the Director of Vocational/Adult/Food Service.
- \* 8. Provide input in the evaluation of instructors and staff in the Adult/Community Education Program.
- \* 9. Provide course offerings in conformance with state laws regarding high school equivalency requirements and arrange for testing requirements connected with the program.
- \* 10. Secure rooms for adult/community education classes including those offered through other agencies, including community college classes based in Sumter district schools.
- \* 11. Recommend fees, collect fees, deposit such collections promptly and account for all expenditures.
- \* 12. Prepare monthly payroll information for all adult/community education instructional personnel.
- \* 13. Supervise the granting and distribution of certificates and diplomas to students who successfully fulfill the requirements for them.
- \* 14. Develop educational linkages between adult/community education, other government services, agencies and private industry.
- \* 15. Write and secure grants effecting funding for the adult/community education program.
- 16. Perform such other duties as may be assigned by the Superintendent or Assistant Superintendent.

**PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually quite to moderate.

**TERMS OF EMPLOYMENT:**    Salary and benefits shall be paid consistent with the District's approved compensation.  
Length of the work year and hours of employment shall be those established by the Board.

**EVALUATION:**            Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.