

**TITLE:**                    **SUPERVISOR (ADULT/COMMUNITY EDUCATION) FLSA: EXEMPT**

**QUALIFICATIONS:** 1. A Master's degree from an accredited college or university.  
2. Certification in Administration and Supervision or Educational Leadership.  
3. Certification in Adult Education preferred.  
4. Such additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

**REPORT TO:**                Director of Secondary Education

**SUPERVISES:**            All school assigned personnel

<b><u>JOB GOAL:</u></b>	To extend 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. Supervise the Adult and Community Education Program.
- \* 2. Participate in county, state and national activities to improve adult education.
- \* 3. Prepare and secure grants that affect Adult/Community Education Programs.
- \* 4. Supervise the maintenance of all necessary records and oversee accounting procedures.
- \* 5. Represent the school district as contact person coordinating school and Community College offerings.
- \* 6. Develop educational linkages between adult/community education and other government agencies and private industry.
- \* 7. Provide course offerings in conformance with state laws regarding high school equivalency requirements and arrange for testing requirements connected with the program.
- \* 8. Supervise and report progress of school improvement.
- \* 9. Supervise GED testing program and act as Chief GED testing agent for district.
- \* 10. Request and secure program certifications for specialty area course offerings.
- \* 11. Supervise the granting and distribution of certificates and diplomas to students who successfully fulfill the requirements for them.
- \* 12. Supervise preparation for all adult state compliance audits.
- \* 13. Recommend and evaluate instructors and staff.
- \* 14. Recommend and administer the student personnel services budget.
- \* 15. Supervise publicity for the adult education program.
- 16. Perform such other duties that the Superintendent or Director may assign.

**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 quiet.

**TERMS OF EMPLOYMENT:**    Salary and benefits shall be paid consistent with the District's approved compensation plan. 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.