Date Adopted:
Salary Schedule:

Job Description ADULT EDUCATION SPECIALIST

BASIC FUNCTION

Under direction of the Principal, Adult Education, provide career and technical guidance and program design assistance to the District's administration; assist students through individual and group tutoring sessions, involving community organizations; to coordinate the activities of a specific segment of CTE and to provide coordination and supervision of classified employees; and to assist students in programs that develop an awareness to their own capabilities and interest, and to act as a certificated instructor in district program(s).

MAJOR DUTIES AND RESPONSIBILITIES (may include, but not limited to the following)

- Provides direction to assist and facilitate site operations in the implementation process of the State Plan for Adult Education.
- Prepares district, county, state, and federal reports as required.
- Prepares grant proposals for area of specialization for district review and submission.
- Prepares public relation materials in conjunction with site administrators and staff, in coordination with the office of Communications/Community Relations.
- Provides support, direction, and assistance to Principal and other Division Personnel, as requested.
- Coordinates CBE Demonstration Site.
- Implements and monitors the program(s) in area of specialization.
- Assists administration with evaluation and training of classified staff.
- Monitors admission procedures for special program area.
- Serves as liaison with outside agencies when requested by the Principal.
- Monitors budget and inventory in area of specialization.
- Assists Principal with preparation of payroll.
- Maintains professional competence through participation in in-service education activities as time and resources permit and are approved by the Principal.
- Participates in curriculum and other development programs within the school of assignment and/or district level.
- Attends required faculty, department, and district meetings.

QUALIFICATIONS

Knowledge of:
Principles, practices, procedures, rules, codes, regulations, techniques and strategies of District and assigned duties; principles and techniques of providing successful instruction and conflict management skills; effectively work with individuals and small groups; effective project management skills; appropriate risk management skills; interpersonal skills utilizing tact, patience, and courtesy; proficient computer technology and software skills.

Ability to:
Manage the operations of the assigned job duties; interpret and apply legal mandates, policies, rules, regulations and operational procedures pertaining to classroom and school operation; effectively and efficiently perform highly responsible instructional functions, duties and activities; develop goals and objectives; establish and meet schedule and time lines; work with discretion and confidentiality; plan, organize, coordinate, assign, review, instruct, motivate, and evaluate the work of assigned students; define projects and specifications; deal with a variety of projects simultaneously; prepare clear and concise reports; establish and maintain cooperative and effective working relationships; understand and carry out oral and written directions; communicate effectively both orally and in writing in a clear and concise manner; exchange and retrieve information in person and on the telephone; and apply policies and procedures related to the assigned duties and responsibilities of the position with good judgment in a variety of situations.

EXPERIENCE & EDUCATION

Training and experience relating to areas of classroom instruction, and school district practices and policies, which include necessary courses to meet credential requirements and student teaching experience; or equivalent combination of education and experience.

CREDENTIAL

Possession of a valid California Teaching Credential or credential of equivalent authorization issued by the California Commission on Teacher Credentialing and classroom experience.

WORKING CONDITIONS

Environment:
The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include office and school environments.

Physical Abilities:
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. The employee must be able to.

Lift, carry, push and/or pull items with a strength factor of medium work.
Hear and speak to exchange information in person or on the telephone.
See to read a variety of materials.
Possess dexterity of hands and fingers to operate a computer keyboard.
Sit, stand or walk for extended periods of time.
Bend at the waist, kneel or crouch to file materials.
Reach above shoulders to file materials.
Climb a stool/ladder.

Hazards:
None identified.