

POSITION TITLE: Director of the Adult Education Center

FLSA: Exempt

REPORTS TO: Assistant Superintendent of Curriculum and Instruction.

CONTRACT DAYS: Days and benefits will be specified in the employee contract. Contract will be prorated based on the actual start date.

QUALIFICATIONS

- Meet Arkansas Teaching/Administrative Licensure requirements.
- Effective leadership skills and experiences.
- Proven background in adult education, instruction, assessment, and professional development.
- Master's Degree in education, administration, or related field.
 - If not already licensed in adult education, administrators must become licensed in adult education by the Arkansas Department of Education, Professional Licensure, within three (3) years of the date of initial employment as an adult education administrator, showing academic progress toward completion annually.
- Relevant experience as a classroom teacher required
- Minimum 5 years of experience in a leadership role.
- Adult Education experience preferred.

GENERAL DESCRIPTION

- Coordinating administrative support functions for the department of Adult Education for Sebastian and Scott Counties.
- Development and implementation of a program planning process that is ongoing and participatory, guided by evaluation, and considers community demographics, needs, resources, and economic and technological trends.
- Supervision of and accurate accounting of personnel, budgets, inventory, and student records.
- Maintaining curriculum, instruction, and facilities to enable students to advance in or complete their educational requirements to enable them to continue their education, employment, or training.

ESSENTIAL JOB DUTIES

Program Planning:

1. Developing budget, writing grants, and monitoring expenditures.
2. Ordering supplies.
3. Overseeing and assuring accuracy of inventory.
4. Working with a Partnership Team.
5. Coordinating activities of participating partners.
6. Completing reports and correspondence as necessary.
7. Attending meetings statewide.
8. Meeting with business, industry, post-secondary institutions, and k-12 partners.

Staff Development:

1. Hiring and supervision of personnel.

2. Training new employees.
3. Evaluating employees.
4. Coordinating ongoing staff training and development.
5. Holding membership in professional organizations and committees.

Curriculum and Instruction:

1. Supervision of programs including ABE, GAE, ESL, Family Literacy, IET, IEL/CE, Apprenticeships, Workplace Education, the Teen Program, Alternative Sentencing, Social Services and GED Testing for Sebastian and Scott Counties.
2. Ensuring that all instructors have necessary materials and equipment to meet student needs.
3. Ensuring that program has curriculum, instruction and facilities appropriate to meet student needs or goals.
4. Overseeing processes of student intake, evaluation, goal setting, choice of instructional activities, materials and strategies, and monitoring student progress results.
5. Collecting student evaluations/comments providing how curriculum, instruction, and facilities meet student needs.
6. Showing evidence that students advance as a result of the instruction received in the program.
7. Referring students to other entities to provide students with further assistance.
8. Developing and implementing program of instruction to meet the needs of the local community or to meet state or federal guidelines.
9. Collaborates with programs and initiatives associated with the PEAK Innovation Center.

Recruitment, Retention, and Advertising:

1. Developing advertising budget.
2. Ordering advertising materials.
3. Developing promotional brochures and flyers.
4. Monitoring program to ensure students are reaching their goals.
5. Public speaking and program promotion
6. Arranging multi-media advertising, including social media, TV, radio, and print.

Professional and Community Outreach:

1. Collaborating with partnering agencies.
2. Serving on Boards and committees in Sebastian County.
3. Holding membership in state Adult Education Association (AACAE).
4. Attending agency committee meetings.

OTHER JOB FUNCTIONS

- Maintain confidentiality.
- Remain current on instructional practices in education.
- Maintains prompt and regular attendance and demonstrates the ability to maintain positive professional working relationships with others.
- Evaluates and supervises departmental staff.
- Maintain emotional control under stress.

- Serve on committees as assigned.
- Perform other duties as assigned.
- Must have the ability to lift at least 40 pounds occasionally.
- Ability to endure prolonged standing, walking, sitting, kneeling, occasional reaching above the head or the shoulders, bending, squatting, and kneeling.
- Perform other duties assigned by the District Administrator.

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.