



Job Title: Director of Adult and Alternative Education

Reports To: Immediate Supervisor

Prepared By: The Division of Human Resources

Board Approved Date:

Pay Grade Range: AD104

Summary: The director shall be responsible for the effective operation and management of the Adult and Continuing Education program in East Baton Rouge Parish. The Director will implement an educational program responsive to the needs of adults in East Baton Rouge Parish according to federal, state, and local policy.

Essential Duties and Responsibilities:

- Prepares and submits annual application for funds and annual performance reports to Louisiana State Department of Education.
- Develops and submits annual budget to East Baton Rouge Parish School Board for approval.
- Provides leadership for adult and continuing education staff with regard to professional growth and curriculum development.
- Assists staff in assessing instructional needs of students enrolled in various programs and in looking for more effective ways of meeting these needs.
- Supervises departmental offerings to ensure that program objectives are being met.
- Promotes interagency and interdepartmental arrangements that improve and/or expand services to adult students.
- Conducts public awareness initiatives to inform the public of the services of the Adult and Continuing Education Department.
- Plans, organizes, and assists in conducting timely and effective pre and in-service activities for Adult and Continuing Education staff.
- Seeks outside funding through grants and special project initiatives to more effectively meet the needs of students enrolled in various departmental programs.
- Keeps abreast of local, state, and national trends in adult and continuing education by attending local, state and national staff development activities.
- Assists the Human Resources Department in securing effective staff to meet the needs of the department.
- Plans for professional development by taking advantage of appropriate local and state staff development opportunities.

Other Duties:

Other duties as assigned that are related to the functions of the position.

Essential Functions/Qualifications/Requirements:**Education and Experience:**

Master's, Education Specialist, or Doctorate degree preferred. Experienced educator with 3-5 years of leadership experience. Successful experience as a teacher and administrator or supervisor, and possess, or be eligible for, professional administrative or supervisory certification in the State of Louisiana and parish or city Supervisor of Instruction.

Work Environment Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Professional Conduct:

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Technological Abilities:

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifent website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.



[Verifient Link](#)

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.