



## **DIRECTOR, ADULT LEARNING CENTER**

### **GENERAL RESPONSIBILITIES**

Manage all components of the Adult Education program, including supervising personnel and managing resources dedicated for, Adult Basic Education, English for Speakers of Other Languages, General Education Development, and Community Education programs. Promote adult education programs through community networking and recruiting efforts, recruit and train tutors and teachers.

### **ESSENTIAL FUNCTIONS**

(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.)

- Administer all programs at the Adult Learning Center adhering to School Board Policies and Regulation as well as State, Federal, and National Reporting System guidelines.
- Submit State applications for grants to fund programs at the Adult Learning Center.
- Develop budgets for the Adult Learning Center and maintains fiscal accountability and procedures.
- Manage all financial resources relating to school division allocations, discretionary funds from State and Federal Agencies, and grants which fund adult education.
- Supervise personnel associated with the organizational responsibilities of this position; handle hiring, training, performance evaluation, work allocation, and problem solving; make independent judgments regarding delegation and execution of duties.
- Provide school personnel with written information related to program policies to ensure compliance.
- Supervise the development and implementation of curriculum for the Adult Learning Center programs adhering to state requirement and regulations.
- Design and schedule staff development activities for all programs and evaluate instructional programs and practices.
- Coordinate the development of all student schedules and calendars for all instructional programs.
- Oversee the adult component of the LPN Program.
- Plan, schedule and attend Advisory Committee meetings related to the operation of the Adult Learning Center and programs.
- Coordinate the publication of the bi-annual course catalog published through the Virginian-Pilot.
- Act as the media liaison and marketing agent for all adult education programs.
- Perform related work as assigned and required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Ability to maintain close working relationships with community, local, state, and federal agencies, national businesses, and various human service providers; ability to provide leadership, development, and coordination of the Adult Learning Center programs; ability to evaluate, design, and implement curriculum, testing, and/or teaching methodologies; ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments; ability to make administrative/procedural decisions and judgments; ability to work effectively in a supportive and collaborative role with a wide range of constituencies in a diverse population; ability to interface with all other departments to coordinate reciprocal services for achieving the Center's goals; knowledge of applicable legislation, standards, policies and procedures; skilled in the writing of grants to fund programs; skilled in budget preparation and management; excellent oral and written communication, interpersonal, networking and negotiating skills.



**EDUCATION AND EXPERIENCE**

**Required:**

Master's Degree.

Postgraduate Professional license with endorsements in administration and supervision.

Significant experience as a teacher and administrator working with adult education programs.

**Preferred:**

Post graduate degree beyond Master's, Ed. S. or C.A.S.

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing, climbing, and driving. Ability to lift up to 20 pounds frequently and up to 50 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

SA status: Exempt	Description: Rev. 08/19, 7/20
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