

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Director of Community/Continuing Education

FLSA: Exempt

GENERAL SUMMARY

To assist the Assistant Superintendent for Instruction in the task of providing leadership in developing, achieving and maintaining the best possible educational programs and services to ensure that the community is provided with the richest educational experiences possible. Assists in planning, directing and implementing the Community Education Program's curriculum of the School District of Newberry County. Reports to the Assistant Superintendent for Instructional Services

ESSENTIAL FUNCTIONS

Plans, organizes and directs the implementation of all Community/Continuing Education activities. Establishes and maintains an effective learning climate for the Community/Continuing Education program. Conducts an annual assessment of the educational needs of the local community. Utilizes the resources of the District and the community in delivering educational services.

Plans, develops, and monitors the Community/Continuing Education budget. Completes, processes, and maintains all required records, reports, and other documentation. Prepares and submits complete reports accurately and on time as requested by the District, the S.C. Department of Education, and all other appropriate entities. Prepares and submits the Community/Continuing Education Program's budgetary requests and monitors the Program's expenditure of funds. Maintains accurate and complete financial information.

Assists in the development, revision and evaluation of the Community/Continuing Education Program's curriculum. Develops and follows a frequent schedule of visitation, observation, and evaluation of instruction. Initiates, designs, and implements programs necessary to meet specific needs of the District and community. Prepares program and promotional materials.

Implements policies and/or rules governing the conduct and behavior of Community/Continuing Education students; discusses and resolves student problems.

Interprets, upholds and enforces S.C. Department of Education regulations and District rules, policies, and administrative regulations. Supervises the Community/Continuing Education Programs for compliance with state, regional, and federal regulations, laws, guidelines, and mandates. Is able to keep current on all and supervises the preparation of any required reports.

Establishes and maintains favorable relationships with local community groups and individuals in order to foster understanding and solicit support for all student objectives and programs.

Recruits, selects, and trains adequate staff for Community/Continuing Education Programs. Conducts staff orientation and in-service training. Develops or assists in the development of job descriptions for the Community/Continuing Education Program. Develops and utilizes processes for evaluating and counseling staff members regarding individual and group performance. Continuously evaluates the effectiveness of the Community/Continuing Education Program and staff. Provides competent staff leadership and supervision of the Community/Continuing Education instructional personnel to ensure the understanding and implementation of educational and occupational objectives of the programs.

Maintains an ongoing student recruitment program. Maintains a quality testing program that diagnoses student needs and assesses student performance.

Maintains accurate and complete permanent records for students. Maintains accurate student attendance and progression records. Supervises the granting and distribution of certificates and diplomas to students successfully fulfilling program requirements. Guides and counsels adult students interested in continuing their education.

Keeps the Superintendent informed of Community/Continuing Education activities and issues as necessary.

Coordinates with Regional Adult Education Technical Assistance Center for professional development activities. Keeps abreast of changes and developments in the profession by attending professional meetings and reading professional journals and other publications. Participates in meetings and workshops sponsored by the Office of Adult Education, State Department of Education, and in other activities of professional development.

Presents a positive image of the School District of Newberry County and the Community/Continuing Education Program at all times. Demonstrates the ability to serve as a liaison between the program and the community, interpreting activities and policies of the program and encouraging community and industrial participation in Community/Continuing Education Programs.

Performs other related duties as assigned or requested.

JOB SPECIFICATIONS

Education and Experience:

Master's degree or higher in Education Administration with at least five years of experience as a teacher; or equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Must possess a valid school principal certificate and other certifications as designated. A minimum of three years supervisory experience required.

Knowledge:

Knowledge in the development, planning, organization, implementation and management of instructional programs and practices designed to meet educational objectives and requirements. Knowledge of the standards, regulations, and laws relating to educational activities. Knowledge in the proper methods for development, implementation and control of financial resources and budgets. Knows how to keep abreast of changes in policy, standards, procedures, and regulations pertinent to the Community/Continuing Education Program. Strong knowledge of word processing, e-mail, spreadsheets, electronic file management, the internet, and reporting and presentation software.

Skills/Effort:

Advanced management, organizational, human relations, communications and interpersonal skills. Ability to develop and maintain effective working relationships with the community and school and district level staff. Ability to use and effectively apply independent judgment and discretion and given broad autonomy in directing and managing program operations. Ability to instruct others through explanation, demonstration and supervised practice, and/or make recommendations on the basis of technical disciplines. Ability to plan, prepare and monitor the Community/Continuing Education program's budget. Ability to complete, process, and maintain all required records, reports, and other required information. Ability to develop and maintain effective communications with school and district employees, immediate supervisor, media representatives, attorneys, and the general public. Ability to operate general office equipment such as a computer, calculator, copier, etc. Ability to create electronic reports and presentations, use the internet efficiently, communicate electronically via e-mail, and manage electronic data and files in an organized manner.

Working Conditions:

Adult Education environment with little significant exposure to environmental conditions. Requires ability to work under a degree of stress related to duties that require considerable attention to detail and working with students. Physical demands are restricted to school activities requiring movement/lifting items weighing up to ten pounds. Occasional local travel required; occasional overnight travel required.

Responsibility:

Responsible for Community/Continuing Education Program budget.
Supervises Community/Continuing Education Program staff and students.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____	Date: _____
_____	Date: _____
_____	Date: _____