

Adult Education Coordinator

Marshall Public School District Job Description

Position Title: Adult Education Coordinator – Saline County Career Center

Department: Career & Technical Education Department

Reports to: Saline County Career Center Director

SUMMARY: To extend the benefits of the district's educational program to the community. Plan, organize and supervise the Financial Aid department to administer federal, state, and institutional financial aid funds and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Maintain an ongoing program of courses relevant to the needs of the community
- Meet with area industries and adult education advisory committee to determine training needs which can be met through the adult and community education program.
- Publicity and public awareness necessary to effectively operate and maintain the adult education program.
- Supervise the adult evening program including assignments of rooms and shops for adult classes.
- Review tuition, fees, refund policies, text and supply costs, and maintain a system of records for these funds that are acceptable with the Director of Career & Technical Education.
- Serve and assist Adult students in the procurement of student financial aid.
- Work with adult programs in educating and monitoring Title IV funds and other funding sources.
- Prepare payroll information for all community education personnel.
- Prepare all necessary forms for program approval and reimbursements by the State Department of Education for community education program.
- Complete necessary State & Federal Reports related to Adult and Community education.
- Work with accreditation organization to stay compliant with their requirements.
- Perform other duties as the Director may assign.

SUPERVISORY RESPONSIBILITIES: Adult Community Education Program instructors.

EDUCATION and/or EXPERIENCE: Bachelor's Degree or higher..

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Vocational Adult Education Supervisor Certificate,

EVALUATION: Performance of this job will be evaluated by the Director in accordance with the guidelines and procedures established in the Missouri Department of Elementary and Secondary Education's Performance-Based Counselor Evaluation.

TERMS OF EMPLOYMENT: Ten-month employee, salary to be established by the Board of Education.