

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

COORDINATOR, ADULT EDUCATION

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Three years successful teaching experience
- (3) Work experience in the development and delivery of Adult Education programs and services.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of current trends in adult education. Knowledge of State laws and rules pertaining to workforce/adult education. Knowledge of learning theory. Demonstrated written and oral communication skills.

REPORTS TO:

Director, Career and Adult Education

JOB GOAL

To effectively coordinate adult education programs to meet the needs of individuals throughout the district.

SUPERVISES:

Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Responsible for the creation and implementation of workshops for student, parents, and teachers to determine career pathways for students post-GED, by assisting with interviews, assessments applications and records.
2. Facilitate and maintain contracts/affiliation agreements with participating partners.
3. Provide leadership in job development options through employer networking, contacts, interview and presentations considering high demand areas published through the Regional Demand Occupations List.
4. Cultivate and maintain partnerships with other regional Adult Education organizations and the Florida Department of Education to monitor compliance and overall effectiveness of Baker County Adult Education programs.
5. Coordinate training and job placement for individual students seeking to enter the workforce.
6. Serve as liaison between Baker County Adult Education and CareerSource to ensure seamless transition for students in need of referrals for job attainment, internship placement and/or cost assistance, based on student interest and Regional Demand Occupation list.
7. Provide leadership in working relationships with instructors, administrator, employers, parents, community based and non-profit organizations for continuation of services for students.
8. Assist Director with funding opportunities in include State and Federal Grants.
9. Create and manage orientation programs for students to include surveys, assessments and assistance programs necessary to support instructional goals and career choice options.
10. Perform other related duties as needed.

16.01

COORDINATOR, ADULT EDUCATION (Continued)

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.