

CITY OF AUGUSTA

Department of Public Schools

JOB DESCRIPTION

TITLE: **DIRECTOR OF ADULT AND COMMUNITY EDUCATION**

REPORTS TO: **Superintendent**

SUPERVISES: Adult Education staff

JOB GOAL: Serves as a director of adult and community education programs that deliver adult vocational education courses, general adult courses, high school completion courses, basic literacy courses as authorized by 20-A MRSA Chapter 315.

QUALIFICATIONS:

1. At least five years successful teaching experience
2. Master's degree in education
3. Director of Adult Education Certificate (066) Maine Department of Education

PERFORMANCE RESPONSIBILITIES:

1. Plans and completes the Adult Education Family Literacy Act (AEFLA) federal grant application, and serves as the primary contact with the Department of Adult Education's office
2. Supervises, coordinates, and evaluates the school district's adult education programs and services. Collects, analyzes, and interprets data as may be necessary and makes recommendations concerning programs for staff development, staff improvement and implements staff training opportunities
3. Organizes and implements an Adult Education curriculum that is consistent with the needs of the area
4. Assist with the recruitment, interviewing, and training of all adult education personnel
5. Completes all forms and reports required by State and/or Federal governments concerning adult education services and programs
6. Develops community based programs utilizing community resources
7. Establishes a system for marketing Adult education services and programs to the community
8. Carries out fiscal responsibilities related to Adult Education programs

9. Plans and conducts Adult Education High School completion graduation ceremonies
10. Prepares budget recommendations and authorizes all purchases by the adult education staff made with budget allocations
11. Assumes responsibility for own professional growth, for keeping current with literature, new research findings, and for attending appropriate professional meetings and conferences
12. Performs all other duties as assigned by the Superintendent

TERMS OF EMPLOYMENT:

Per negotiated Augusta Administrative Association agreement

Evaluation: Performance for this position will be evaluated annually by the Assistant Superintendent based on the role description and on goals established on a yearly basis.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

- External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of a reasonable accommodations to be determined by management on a case by case basis.

Approved by: _____
Superintendent of Schools

Date: _____