

# CITY OF AUGUSTA

## Department of Public Schools

### JOB DESCRIPTION

**TITLE:**                   **Adult Education - Academic Coordinator**

**REPORTS TO:**           **Director of Adult Education**

**JOB GOAL:**             The Academic Coordinator functions as a program coordinator for Augusta Adult and Community Education. Duties include the planning, preparation, support, and reporting of all academic and workforce training courses and programs.

**QUALIFICATIONS:**

1. Bachelor's Degree or higher in computer science
2. Department of Education Adult Education endorsement or be eligible for conditional certification.
3. CHRC approved
4. Ability to navigate Learning Management Systems, Google Suite, Student Information Systems, and Microsoft Office Suite
5. Self-driven, positive, creative and passionate about education

**PERFORMANCE RESPONSIBILITIES:**

1. Assists the Director in preparing proposals, grants, and reports
2. Supports Augusta Adult Education's vision for online and blended learning
3. Creates and maintains academic scheduling of courses including dates, times, teaching staff and room assignments
4. Curriculum development and maintenance for all academic programs
5. Aligns academic courses with Maine Learning Results, College and Career Readiness Standards and/or English Language Learning Standards
6. Collaborates with the Director, College and Career Advisor and Administrative Assistant to coordinate and support community partnerships (IETs)
7. Assists the Director in creating job descriptions, posting job descriptions and all aspects of hiring new faculty for the program
8. Maintain accurate and complete student records as required by laws, district policies, and administrative regulations
9. Support the Director in analyzing and using student data to identify needs, set and prioritize long- and short-range curriculum goals
10. Assists in solving issues involving teachers and students
11. Tracks multiple indicator to assess the effectiveness of instruction training, mentoring and guidance
12. Coordinates teacher/instructor/staff professional development.

13. Supports Academic Advisors with intake of new students in creation of an Individualized Learning Plan

14. Perform all other related duties as assigned by the Director of Adult Education.

**TERMS OF EMPLOYMENT:**

Non-represented position, 40 hours per week. Full time positions are benefit eligible. Salary rate based on degree and certification.

Evaluation: Performance for this position will be evaluated annually by the Adult Education Director 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 reasonable accommodations to be determined by management on a case by case basis.

Approved by: \_\_\_\_\_

Superintendent of Schools

Date: \_\_\_\_\_