

Assist in organizing and coordinating educational programs and activities related to instruction, curriculum development, program development and grant/partnership coordination.

**QUALIFICATIONS:**

- Adult Education Supervision and Coordination Credential or Administrative Services Credential
- Minimum of three (3) years teaching and/or administrative experience

**REPORTS TO:**

Adult Education Program Administrator and/or Director, Educational Options

**PERFORMANCE RESPONSIBILITIES:**

- Provides day-to-day supervision of adult education programs as assigned
- Trains and supervises Adult Education instructors and/or staff
- Assists students, community members, and teachers in the resolution of individual student concerns
- Creates and manages marketing strategies for new and existing programs using a variety of mediums
- Collaborates with other Adult Education Program Educators at the local, state and national levels to establish and maintain credibility of the Adult Education Program and to maintain knowledge on changes in the field
- Plans and provides professional development programs for implementation and evaluation of curriculum; coordinates curriculum activities of the various areas of study
- Assists in the supervision of the safety and security of the students, buildings, and grounds
- Represents adult school program(s) in professional and community groups
- Works cooperatively with other adult school personnel staff; attends meetings; participates in District and regional organizations
- Interprets and administers federal and state laws and District policies
- Assists in ongoing management of program budgets
- Assists with discipline of students if appropriate
- Assists with school and/or program accreditation, compliance reviews and other reports
- Performs all other duties as assigned

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's Adult Education Unrepresented Supervisors Schedule for the position of Program Supervisor

This is an hourly position

**EVALUATION:**

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