

ADULT EDUCATION COORDINATOR
JOB DESCRIPTION
METROPOLITAN SCHOOL DISTRICT OF WAYNE TOWNSHIP

PURPOSE: Designs and maintains the District's adult education program.

PERFORMANCE RESPONSIBILITIES:

1. Organizes and provides programming for the orientation and professional development of the professional and non-professional staff.
2. Supervises the selection and procurement of materials and supplies for adult education programs.
3. Organizes and supervises the evaluation of on-going programs.
4. Evaluates all staff members in Adult Education Program in accord with district rules and regulations.
5. Coordinates activities between the school district and the Indiana Department of Workforce Development as they pertain to the program.
6. Serves as liaison with business and industry to develop programs for business and industry employees.
7. Coordinates the recruitment, selection, retention, and placement of adult learners.
8. Prepares the budget for the Adult Education Program.
9. Prepares reports for the district and the Indiana Department of Workforce Development.
10. Audits compliance of all accounts and claims.
11. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Updated: July 2016