

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Coordinator, Adult Education	CLASSIFICATION:	Non-Represented Management, Certificated
SERIES:	Coordinator III	FLSA:	Exempt
JOB CLASS CODE:	6015	WORK YEAR:	12 Months
DEPARTMENT:	Adult Education	SALARY:	Range 13 Salary Schedule A
REPORTS TO:	Director III, Adult Education	HR APPROVAL: HR REVISION:	03-21-11

BASIC FUNCTION:

Plan, organize, coordinate, and supervise the development, implementation, enhancement, and improvement of services for adult education students. Meet with advisory groups and individuals. Plan, organize, implement, and coordinate adult education programs and activities related to attendance, instruction, and staff development; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Secure, monitor, and coordinate grants designed to improve adult education; provide fiscal oversight of multiple funding sources. **E**

Perform a variety of administrative duties to assist the assigned supervisor in managing course development, scheduling, curriculum development, and both school and off-site operations. **E**

Plan and conduct appropriate meetings involving adult education teachers. **E**

Enforce applicable state and district codes, policies, and laws; administer district and school site discipline policies and safety programs. **E**

Maintain and secure records held by staff and ensure adherence to all mandates regarding confidentiality of records. **E**

Develop collaborative relationships with school, business, and community partners through formal written agreements, regular meetings, and ongoing communication. **E**

Collect and analyze data; prepare and submit progress and/or evaluation reports as required. **E**

Enforce applicable state and district codes, policies, and laws. **E**

Attend conferences, read journals/papers, take courses, and attend workshops to remain current concerning trends in adult education. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned certificated and classified staff; assist with the recruitment, interview, and selection of new staff; recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide input to assessment of community needs for courses; meet with advisory councils; prepare grant requests. **E**

Administer the school budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Assist with establishing and maintaining a safe and positive environment that meets the needs of culturally diverse populations. **E**

Assure programs and services meet established policies, procedures, objectives, and requirements. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's degree, and teaching and administrative experience in adult education.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance; Administrative Services Credential.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and direction of adult education programs.

Effective assessment and placement practices in adult education.

Curriculum development policies and procedures.

Budget preparation and control.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills.

Principles and practices of management, supervision, and training.

Applicable laws, codes, regulations, policies, and procedures related to adult education.

School district organization, operations, policies, and objectives.

Evaluation approaches, strategies, and techniques.

Operation of a computer and related adult education software.

ABILITY TO:

Plan, organize, implement, and coordinate adult education programs and activities related to attendance, instruction, and staff development.

Work effectively within a school campus environment.

Assist with the implementation, evaluation, and modification of adult education programs in accordance with applicable laws.

Maintain current knowledge on trends and developments in adult education.

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Establish and maintain effective working relationships with staff, parents, and the public.

Communicate effectively, both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, and procedures.
 Analyze situations accurately, and adopt an effective course of action.
 Plan and organize work to meet schedules and deadlines.
 Prepare comprehensive narrative and statistical reports.
 Supervise and evaluate the performance of assigned staff.
 Operate a computer and related adult education software to enter data, maintain records, and generate reports.
 Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

HEALTH BENEFITS: Management employees purchase their own health benefits with district-offered plans.

APPROVALS:

Robert R. Garcia, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date