

**CLASS SPECIFICATIONS FOR THE
PROGRAM SPECIALIST, ADULT EDUCATION**

DEFINITION

Under direction, the Program Specialist, Adult Education, provides services, as detailed below, to the Adult Education Office as well as to the adult schools.

QUALIFICATIONS

Credential: Possession of a basic teaching credential appropriate to the assigned segment.

and

Experience: A minimum of three years of teaching experience, preferably in the adult school segment.

and

Desirable Characteristics: (1) Proficiency in organizing and writing reports. (2) Knowledge of research techniques. (3) Ability to related to groups and individuals.

TYPICAL DUTIES AND RESPONSIBILITIES

- ___ 1. Assists in developing a follow-up procedure on attendance and dropouts in the adult schools.
- ___ 2. Assists in the development and maintenance of student records for adults.
- ___ 3. Monitors legislation as it relates to, or has implications for, adult education.
- ___ 4. Assists in the collection of data for a demographic study of the district's adult population.
- ___ 5. Assists in the processing of candidates applying for an adult education credential to teach in this district.
- ___ 6. Performs other duties and responsibilities as assigned by the Assistant Superintendent, Adult Education.

WORK SCHEDULE AND SALARY

The Program Specialist serves on the days schools are in session plus required non-teaching service days, and is placed on the teachers' salary schedule according to training and experience. Additional days of service may be required for which compensation will be paid at the per diem rate.