



# Little Rock School District

## JOB DESCRIPTION

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**Position Title:** Adult Education Coordinator

**Prepared Date:** 1/14/2022

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### **JOB GOAL:**

Directs and supervises the operation of the Adult Education Center and its satellite locations.

### **TERMS OF EMPLOYMENT:**

Eleven (11) month contract (220 days), Pay 802 Grade 23, plus benefits package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

### **QUALIFICATIONS:**

1. Master's Degree or higher.
2. Valid Arkansas certification in Adult Education.
3. Minimum of five (5) years' experience as a teacher and/or administrator in an urban school setting.
4. Evidence of supervisory responsibilities including interviewing, hiring and training employees.
5. Evidence of strong commitment to quality integrated education.
6. Strong interpersonal skills.
7. Evidence of strong organizational skills.
8. Evidence of strong oral and written communication skills.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Writes and submits funding proposals.
2. Prepares and monitors the spending of the Adult Education budget.
3. Promotes the Adult Education program in the community.



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4. Assumes responsibility for the implementation and observation of all school board policies and regulations as pertains to the Adult Education program.
5. Recruits, screens, interviews and hires staff.
6. Evaluates all assigned staff.
7. Develops, implements, and evaluates Adult Education curriculum and instruction.
8. Sets up and provides in-service/staff development for staff.
9. Monitors staff in satellite locations.
10. Creates an environment that is conducive to learning and is rewarding to staff and students.
11. Performs other duties as assigned

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### **Mental Functions, Physical Requirements, and Working Conditions:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.