



NEW:  
07/01/2012

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| JOB TITLE:             | ADULT CENTER MANAGER, PART-TIME CLASSIFIED |
| DIVISION               | COMMUNICATIONS AND COMMUNITY RELATIONS     |
| SALARY SCHEDULE/GRADE: | TEMPORARY SALARY SCHEDULE                  |
| WORK YEAR:             | PART-TIME                                  |
| FLSA STATUS:           | EXEMPT                                     |
| JOB CLASS CODE:        | 8968                                       |
| BARGAINING UNIT:       | SUBW                                       |

**SCOPE OF RESPONSIBILITIES**

Responsible for the management and coordination of the Adult Education Center scheduling activities and physical management of the facility. Works with the local community, Director and Assistant Directors in developing and operating a comprehensive Adult Education program at the local center level.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Oversees the programs and facilities during the hours the center is open for Adult Education.
- Assists in developing class offerings.
- Schedules and coordinates the Adult Education program within the school facility.
- Interprets, promotes and publicizes Adult Education programs to the local community, individuals and staff.
- Carries out the record keeping and reporting system to reflect the status of Adult Education.
- Responsible for staff payrolls and their submission.
- Serves as advisor to Adult Education students in registration, selection of courses and progression through programs.
- Maintains appropriate learning environment for teachers and students.
- Performs other duties as assigned by the Director.

**PHYSICAL DEMANDS**

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting and reaching with the ability to lift, carry, push or pull light weights. The work requires activities involving driving an automobile.

**MINIMUM QUALIFICATIONS**

- Bachelor's degree
- Successful experience with adult educators

**DESIRABLE QUALIFICATIONS**

- Kentucky Teaching Certificate
- Successful experience working with adults
- Successful experience in counseling or administration
- Successful experience in program development and operation