



REVISED: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	COORDINATOR ADULT BASIC EDUCATION
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8459
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership and coordination of multiple projects and programs within the Adult and Continuing Education Unit including implementation and monitoring of standard practices and procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership and coordination of projects and programs directly related to program implementation and performance

Assumes the responsibility for and assists designated supervisor with short-range and long-range planning as assigned

Serves as liaison between all staff and departments within JCPS Adult and Continuing Education as required

Makes recommendations regarding programmatic projects and evaluates effectiveness as assigned

Maintains communication and works closely with District staff and the community regarding information, developments, and implementation of projects, programs, and activities

Prepares and/or assists in preparation of reports, records, and other documentation as required

Accumulates and researches data documents and other pertinent information as required

Assures compliance with federal, state, and District policy, including administrative procedures and negotiated agreements as applicable to assignment

Prepares, delivers, or assists with training opportunities as appropriate

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push, or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's degree or higher with area or major in area of assignment

Three (3) years of successful experience in area of assignment

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree

Experience in a diverse workplace