



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

JOB TITLE:	COORDINATOR ADULT BASIC EDUCATION
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
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