JOB TITLE:	MANAGER ADULT CENTER
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	TEMPORARY SALARY SCHEDULE
WORK YEAR:	PART-TIME
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8968
BARGAINING UNIT:	SUBW

NEW: Submitted:

07/01/2019   06/11/2019

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, and District staff, 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

Assumes responsibility 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 supervisor

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

PHYSICAL DEMANDS

This work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and find manipulations.

MINIMUM QUALIFICATIONS

Bachelor's degree

Successful experience with adult educators

Effective communication skills

DESIRABLE QUALIFICATIONS

Kentucky Teaching Certificate

Successful experience working with adults

Successful experience in counseling or administration

Successful experience in program development and operation

Experience in diverse workplace