



CHARIHO REGIONAL SCHOOL DISTRICT

Job Description

Position Title	Adult Education Director
Reports To	Assistant Superintendent/CTC Director
Level/Grade	Post Secondary
Type of position:	<input checked="" type="checkbox"/> 12 Month <input type="checkbox"/> 10 Month <input type="checkbox"/> Contractor <input type="checkbox"/> Extra Curricular

Qualifications

- Bachelors' Degree in related field.
- Grant and program management experience preferred.

Essential Duties and Responsibilities *(other duties may be assigned)*

- Supervises and coordinates all Chariho Adult Education program activities.
- Maintains and updates Chariho Adult Education website.
- Publicizes and recruits staff and students for Chariho Adult Education programs.
- Oversees the implementation of program plans and budgets.
- Assists in hiring of instructional staff.
- Responsible for completing federal and state Adult Education grants.
- Sets staff and program performance goals.
- Manages Chariho Adult Education budgets.
- Responsible to complete and submit Chariho Adult Education payroll.
- Responsible for completing federal and state reports.
- Responsible for renewing course licenses.
- Submit course payments/deposits to Chariho Business Office in a timely and secure manner.
- Coordinates school calendar with course instructors.
- Maintains supplies for courses (materials/textbooks/etc.) and acquires required purchase orders through the Chariho Business Office.
- Coordinates and schedules required classrooms with Chariho Business Office.
- Contacts local agencies about Chariho Adult Education course offerings.
- Works with supervisor to build the Chariho Adult Education course offerings.
- Makes all students and staff aware of the policies and procedures of the Chariho Regional School District.
- Other duties as assigned by supervisor.

Supervises

Instructors and students.

Skills Required

- Ability to read, analyze, and interpret general business periodicals, professional journals, test data, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- Ability to calculate figures and amounts.
- Ability to utilize current technology for instruction, communication, data analysis, and access to research.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply knowledge of current research and theory in specific field.

- Ability to establish and maintain effective working relationships with students, staff, and the community.
- Ability to communicate clearly and concisely both in oral and written form.
- Ability to perform duties with awareness of all district requirements and school committee policies.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job.
- Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

Education Requirements

Bachelors' Degree in related field.

Terms of Employment

Work year and compensation established by the School Committee.

Created 3/8/2016

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.