

## DISTRICT SCHOOL BOARD OF PASCO COUNTY

### JOB DESCRIPTION

#### SUPERVISOR OF ADULT AND COMMUNITY EDUCATION

##### **QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Supervision in Adult Education, Educational Leadership, and School Principal.
- (3) Minimum of three (3) years teaching or administering Adult Education Programs.

##### **KNOWLEDGE, SKILLS AND ABILITIES:**

Positive interpersonal skills. Computer skills. Skill to organize and prioritize for time management. Good communication skills. Knowledge of state, federal and local mandates for program. Knowledge of budgetary processes. Knowledge of resources. Knowledge of bidding and purchasing procedures.

##### **REPORTS TO:**

Director of Career, Community, and Technical Education

##### **JOB GOAL**

To assist with planning, developing and implementing the Adult and Community Education Programs in such a way as to provide life-long learning experiences for the learner.

##### **SUPERVISES:**

Assigned Community, Career and Technical Education Support Personnel

##### **PERFORMANCE RESPONSIBILITIES:**

###### **Technical/Professional Knowledge**

- \* (1) Develop plans for community and adult programs.
- \* (2) Assist in the implementation of the planned community and adult program.
- \* (3) Assist in preparing the budget as requested.
- \* (4) Coordinate adult and community education programs.
- \* (5) Assist teachers in methods of teaching adult and community programs and in the use of materials upon request.
- \* (6) Evaluate instructional materials in adult and community education.
- \* (7) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.

###### **Communication**

- \* (8) Facilitate communication among community and adult education

## **SUPERVISOR OF ADULT AND COMMUNITY EDUCATION (Continued)**

teachers throughout the District.

- \* (9) Maintain active public relations with the community for program promotion and development.
- \* (10) Communicate effectively orally and in writing.
- \* (11) Use effective communication strategies to interact with a variety of audiences.

### **Proactive Orientation**

- \* (12) Seek and write grant proposals and implement programs for which funds have been awarded to the District.
- \* (13) Assist with making recommendations for employment and assignment of community and adult education teachers as requested.
- \* (14) Organize and submit a plan for staff development for improving adult and community instruction.
- \* (16) Anticipate potential problems and develop procedures to prevent or address them.

### **Critical Thinking**

- \* (17) Identify strengths and weaknesses in the community and adult program.
- \* (18) Design and implement an evaluation system for the community and adult program.
- \* (19) Prepare improvement plans as needed.
- \* (20) Assist with the evaluation of grant-funded staff.
- \* (21) Evaluate Adult Education Programs based on state and federal criteria, guidelines and regulations.
- \* (22) Use technology effectively.

### **Continuous Improvement**

- \* (23) Set high standards and expectations for self and others.
- \* (24) Implement the staff development plan in adult and community education.
- \* (25) Promote community and adult education professional organizations.
- \* (26) Attend and participate in educational conferences pertinent to adult, community, career, and technical education.
- \* (27) Keep abreast of current research, trends, methods, and practices in adult and community education.
- \* (28) Keep abreast of laws, rules, and policies which relate to adult and community education.

### **Facilitation**

- \* (29) Ensure that the plan reflects the thinking of all levels of personnel involved with the implementation of the plan.
- \* (30) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- \* (31) Facilitate problem-solving by individuals or groups.

**SUPERVISOR OF ADULT AND COMMUNITY EDUCATION (Continued)**

**Constancy of Purpose**

- \* (32) Visit adult centers for observation of program effectiveness and to assist teachers in their duties and needs.
- \* (33) Monitor and evaluate all Adult and Community Education Programs and grant-funded projects.
- \* (34) Prepare or supervise the preparation of all required reports and maintain all required records.
- \* (35) Serve as a district representative at emergency shelters as determined by the Superintendent.

**Managerial**

- \* (36) Serve on committees, councils, and/or task forces.
- \* (37) Exhibit support for the District's vision, mission, goals, and priorities.
- \* (38) Meet with and assist with the professional development of adult and community education teachers who are new to the District.
- \* (39) Perform other incidental tasks consistent with the goals and objectives of this position.

**Decisiveness**

- \* (40) Make and share decisions in a timely manner.
- \* (41) Respond quickly to emergency situations.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities

**Board Action** \_\_\_\_\_  
**Approved** \_\_\_\_\_  
**Revised** 10/5/04