

**JOB DESCRIPTION
FOR
SUPERVISOR ASSISTANT DIRECTOR, ADULT EDUCATION
OF THE
PIONEER CAREER AND TECHNOLOGY CENTER**

In compliance with HB 769 and ORC Section 3319.02

The **Assistant Director Supervisor**, Adult Education shall hold a valid Ohio Director certificate/ license and/or Administrative Specialist certificate/license or Principal's certificate/license.

The **Assistant Director Supervisor**, Adult Education, will 1) plan, organize, coordinate and supervise activities appropriate for the school district's business and industrial constituency; 2) facilitate linkages with educational and community agencies and groups through communications and the provision of training services; and, 3) facilitate activities supported by the Ohio Department of Education and other organizations which would serve in assisting the Pioneer Career and Technology Center in meeting its goals. He/she shall be directly responsible to the ~~Director of Operations~~ **Superintendent** and is required to report monthly to the Director of Operations, Board of Regents and Superintendent concerning the Adult Education fiscal status.

GENERAL AREAS OF RESPONSIBILITY

1. Develop overall plan for adult education programs.
2. Supervise curriculum, instruction, and evaluation of all Adult Education programs and services.
3. Oversee the selection of and requisitioning of supplies, textbooks and equipment for adult education programs.
4. Supervise and evaluate adult education employees.
5. Recruit and recommend employment of adult education personnel.
6. Prepare and maintain adult education budget and tuition and fees schedule for Board adoption.
7. Direct adult education business operations.
8. Promote adult education programs through advertising, course catalog and other marketing methods.
9. Develop and maintain agency/business organization and educational linkages.
10. Assist with public and community relations.
11. Coordinate and implement training programs and services with business

and industry.

12. Prepare, process and maintain accurate reports for various state, federal and local agencies.
13. Initiate and oversee the fiscal management of private, state and federally funded projects and grants for Adult Education.
14. Supervisor training proposals and projects.
15. Prepare and maintain training agreements for agencies and business and industry; and, maintain billing records and student data.
16. Establish and maintain student financial aid programs.
17. Establish and maintain advisory committees.
18. Represent the school in all adult education matters.
19. Prepare the calendar of adult education operation for Board adoption.
20. Assist in maintaining an inventory system.
21. Act as building representative for tours and scheduled meetings, as needed.
22. Coordinate facility usage with Director of Operations and Director of Business Affairs concerning adult education classes.
23. Coordinate professional development for adult employees.
24. Develop and maintain complete records for adult education staff and students.
25. Coordinate guidance and placement services for adult education students.
26. Evaluate program policies and procedures and make recommendations accordingly; prepare Adult Student Handbook for Board adoption.
27. Participate in professional organizations and community activities.
28. Supervise the use of the building and facilities during adult education activities.
29. Perform additional tasks and duties as assigned by the ~~Director of Operations and/or~~ **the Superintendent** and/or his/her designee.