

**PIONEER CAREER AND TECHNOLOGY CENTER
27 RYAN ROAD
SHELBY, OHIO 44875**

**JOB DESCRIPTION
FOR
COORDINATOR/INSTRUCTOR: ADULT EDUCATION**

QUALIFICATIONS: Meet State of Ohio's Department of Education and Board of Regents requirements in education and work experience and the Accrediting Commission of Career Schools and Colleges faculty standards

RESPONSIBLE TO: Supervisor, Adult Education

GENERAL DUTIES: The coordinator/instructor is responsible for conducting the program in keeping with the philosophy and objectives of Pioneer CTC and its adopted policies concerning the Adult Education programs and in meeting guidelines for program operation established by the State of Ohio's Department of Education and Board of Regents and by the Accrediting Commission of Career Schools and Colleges

SPECIFIC DUTIES:

- A. Organize/develop course curriculum, course outlines and daily lesson plans, proposals and other appropriate written materials for program and customized training programs
- B. Display initiative, enthusiasm and other essential personal characteristics to effectively operate an adult vocational program
- C. Plan customized instruction to address the needs of the organization/business for which participants are training, and to develop those attitudes necessary for success in the working world
- D. Integrate safety procedures/practices into instructional programs
- E. Meet with each organization/business to assess goals and prior training/experience, develop individual plan to meet objectives as appropriate
- F. Evaluate and record student progress, submit progress reports for each students and sponsor, as requested
- G. Gather, prepare, process, maintain data for federal, state and local forms and reports
- H. Follow department procedures for requesting secretarial services, instructional materials, reporting student problems
- I. Organize program advisory committee, prepare the letter, conduct the meetings, prepare the minutes, as directed
- J. Attend faculty and department meetings, as assigned

- K. Assist the department in recruitment of students, the development and distribution of Adult Education promotional literature and other marketing activities, as requested
- L. Research teaching materials, aides, tools, equipment and supplies in cooperation with the department and with administrative approval
- M. Maintain and secure laboratory and classroom equipment/environment, report problems to Supervisor, Adult Education
- N. Accept responsibility for high quality standards of products produced and tasks performed
- O. Maintain proper inventories at all times
- P. Attend professional workshops and conferences designed for instructional improvement for the purpose of keeping informed of current business and industrial practices
- Q. Actively promote positive public relations for Pioneer CTC's adult programs
- R. Work in cooperation with other Pioneer Adult Education and Community Service staff and Workforce Partnerships of North Central Ohio to provide excellence in over-all training
- S. Develop short-term courses for Adult Education in respect to given area of expertise
- T. Communicate at all times with department administrative personnel in terms of personnel matters
- U. Complete building utilization form for use of facilities and services
- V. Conduct building tours for interested persons, groups, business, industry, and agency personnel
- W. Make industry visitations and sales calls
- X. Maintain department monthly activity report
- Y. Survey adult education needs with local business/industry/agencies
- Z. Coordinate day and/or evening operation of classes, as assigned
- AA. Recruit, recommend and monitor qualified part-time instructors to teach customized training in business and industry
- BB. Collect customer satisfaction surveys from participants in each training course
- CC. Perform other duties as assigned by the Superintendent and/or his/her designee.