

**JOB DESCRIPTION  
FOR  
ADULT EDUCATION SITE COORDINATOR  
OF THE  
PIONEER CAREER AND TECHNOLOGY CENTER**

In compliance with HB 769 and ORC Section 3319.02

The Adult Education Site Coordinator shall hold a valid teaching certificate/license and have a Bachelor of Science/Arts Degree.

The Adult Education Site Coordinator, will 1) plan, organize, coordinate and supervise activities appropriate for the Workforce Development Partnership; facilitate linkages with groups through communications and the provision of training services; and, 3) facilitate activities supported by the Ohio Department of Education/Board of Regents 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 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. Recruit and recommend employment of adult education personnel.
5. Prepare and maintain adult education budget and tuition and fees schedule for Board adoption.
6. Direct adult education business operations.
7. Promote adult education programs through advertising, course catalog and other marketing methods.
8. Develop and maintain linkages.
9. Assist with public and community relations.
10. Assist Executive Director of Workforce Partnership with training programs and services for business and industry.
11. Prepare, process and maintain accurate reports for various state, federal and local agencies.

12. Initiate and oversee the fiscal management of private, state and federally funded projects and grants for Adult Education.
13. Assist with training proposals and projects.
14. Establish and maintain student financial aid programs.
15. Oversee Career Development (600 hour) program/cluster.
16. Represent Pioneer in Adult Education matters.
17. Prepare the calendar of adult education operation for Board adoption.
18. Assist in maintaining an inventory system.
19. Act as building representative for tours and scheduled meetings, as needed.
20. Coordinate facility usage with Director of Operations and Director of Business Affairs concerning adult education classes.
21. Assist with professional development opportunities for adult employees, as needed.
22. Develop and maintain complete records for adult education staff and students.
23. Oversee guidance and placement services for adult education students.
24. Evaluate program policies and procedures and make recommendations accordingly; prepare Adult Student Handbook for Board adoption.
25. Participate in professional organizations and community activities when appropriate.
26. Supervise the use of the building and facilities during adult education activities.
27. Conduct orientations for programs and instructors.
28. Coordinate staff meetings, as needed.
29. Perform additional tasks and duties as assigned by the Superintendent and/or his/her designee.