

POST SECONDARY AND COMMUNITY EDUCATION COORDINATOR

JD LOCATOR: 2.37.1

Adopted: 6/02
Revised: 4/04, 7/10

REPORTS TO:	Director of Career and Technical Education
CLASSIFICATION:	Certified
FLSA STATUS:	Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of certified staff.

JOB SUMMARY

To extend the benefits of the district's educational program to as wide a section of the community as is interested and as can benefit from continued exposure to academic work, vocational courses, and vocational programs.

The information contained in this job description is for compliance with the Americans 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 individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Assists the director in the overall administration of the school.
2. Works closely with the Career Center director in coordinating the post secondary and community education program.
3. Publicizes the offerings of the program.
4. Arranges courses to fit the expressed needs of post secondary and community education in the community.
5. Secures competent and certified part-time instructional staff for the program.
6. Supervises instruction and administers the program of post secondary and community education.
7. Maintains all necessary records and oversees attendant bookkeeping.
8. Assists in estimating the annual financial needs of the program and develops a post secondary and community education budget.
9. Requisitions necessary supplies.
10. Files an annual comprehensive report with the superintendent.
11. Works closely with school work place coordination regarding post secondary and community education needs.
12. Coordinates Waynesville R-VI School District instructional programs with colleges and universities, and promotes the A+ program.
13. Attends meetings and conferences on vocational and post secondary and community education issues.
14. Assists with in-service and professional development of post secondary and community education staff.
15. Recruits students for career and technical education.
16. Develops an effective public relations plan.
17. Serves as a liaison between the district and organizations promoting cultural awareness programs and community observance.
18. Coordinates community partnership programs with schools.
19. Assists in safety inspections and safety drill practice activities.
20. Assists the director in monitoring student attendance and investigates follow-up actions as needed.
21. Performs other tasks and assumes other responsibilities as assigned by the director.

SUPERVISORY RESPONSIBILITIES

Supervises Post Secondary and Community Education Program staff
Evening staff in Waynesville Career Center
Assists with supervision of students
Other staff as assigned

QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. Master's degree (minimum requirement)
2. Certification for Adult Education
3. Experience as a classroom teacher
4. Demonstrates aptitude for performing the tasks listed
5. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
6. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Ability to write reports and correspondence consistent with the duties of this position.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to read, analyze, and interpret information.
4. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
5. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY

1. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Excellent computer and keyboarding skills.

- 7. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
- 8. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
- 9. Ability to work independently with minimum supervision.
- 10. Ability to use independent judgment and demonstrates initiative to act without being asked.

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. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

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.

Work is performed in and around a student learning environment. The employee is continuously interacting with students, staff, and the public, and is required to deal with distraught and/or angry persons. Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to loud. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature	Date	Supervisor's Signature	Date
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