

SCHOOL DISTRICT OF GADSDEN COUNTY**JOB DESCRIPTION****ADULT EDUCATION LITERACY COORDINATOR****QUALIFICATIONS:**

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Valid Florida teaching certificate.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of adult education services and programs. Knowledge of applicable laws, rules, and policies. Ability to interact effectively with a variety of audiences. Ability to communicate effectively orally and in writing.

REPORTS TO:

Principal and Director of Vocational and Adult Education

JOB GOAL

To coordinate District-wide adult literacy efforts.

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently 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

ADULT EDUCATION LITERACY COORDINATOR (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Assist with recruiting efforts for adult programs.
- * (2) Advise adults about available education programs.
- * (3) Provide information to the business community about adult education programs.
- * (4) Identify adults in need of literacy programs.
- * (5) Assist adult education personnel in selecting and developing curriculum guides and materials.

Interagency Communication and Delivery

- * (6) Work with social and governmental agencies to coordinate District-wide literacy efforts.
- * (7) Work with social and governmental agencies to arrange adult classes to meet the needs of the community.
- * (8) Promote public relations between schools, public agencies, and the community.

Professional Growth and Improvement

- * (9) Keep abreast of trends and best practices related to adult literacy programs and services.
- * (10) Assist others in knowledge and understanding of adult literacy.
- * (11) Attend meetings, workshops, and conferences to enhance skills and knowledge.
- * (12) Develop and maintain knowledge of federal, state, and other project regulations and guidelines.

Systemic Functions

- * (13) Demonstrate support for District and department goals and priorities.
- * (14) Prepare and submit timely and accurate reports as required.
- * (15) Maintain all appropriate records.
- * (16) Keep immediate supervisor and other appropriate persons informed about potential problems, unusual events, or opportunities for improvement.
- (17) Perform other duties as assigned.

Leadership and Strategic Orientation

- * (18) Assist the Principal and Director in implementing and evaluating the Adult Education Program.
- * (19) Assist the Principal and Director in updating the annual adult literacy plan.
- * (20) Model and maintain high standards of professional conduct.
- * (21) Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- * (22) Provide leadership in working with others to accomplish tasks.

*Essential Performance Responsibilities