

**Greenwood School District 50  
Position Description**

**POSITION TITLE: Director of Adult Education**

Department: Adult Education  
Reports To: Assistant Superintendent for Instruction

**SUMMARY:** Extends the benefits of the district and community's educational program to as wide a section of the community as is interested and as can benefit from continued exposure to academic work and vocational courses.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- ⇒ Meets with staff members and laymen to identify community interest and needs in terms of specific course offerings.
- ⇒ Serves as adult education liaison for Greenwood County and distributes information to the appropriate parties within the districts.
- ⇒ Provides curricular course offerings in conformance with state laws regarding high school equivalency requirements.
- ⇒ Supervises the preparation of a general curriculum for two semesters each school year and for special projects throughout the year.
- ⇒ Organizes such classes in the general adult education programs as are needed in the communities as evidenced by original and sustained enrollments.
- ⇒ Coordinates adult education referrals and services with secondary school personnel and programs.
- ⇒ Maintains an ongoing program of courses relevant to the needs of prospective clients in Greenwood County.
- ⇒ Assists with finding and screening applicants for teaching positions and recommends them for appointment.
- ⇒ Plans and directs inservice training programs for adult education faculty.
- ⇒ Determines tuition fees and tuition-free eligibility requirements, and directs the collecting of tuition as required, and sees that deposits are promptly made with the district's business manager and maintains an accurate system of records for all funds handled.
- ⇒ Prepares and supervises mailing of informational materials to be sent to community residents announcing the adult education program and its offerings.
- ⇒ Oversees the enrollment of all students in the program and maintains accurate records.
- ⇒ Assists with on-site coordination of assigning rooms for adult education classes.
- ⇒ Assumes responsibility for establishing a system for the administration and scoring of tests and examinations and reporting of grades for all courses carrying academic credit or leading to a diploma or certificate.

- ⇒ Maintains a system for the completing of accurate records of the program, and from these records prepare such reports as may be required by district personnel or other legal authorities.
- ⇒ Supervises the granting and distribution of certification and diplomas to students successfully fulfilling the requirements for them.
- ⇒ Guides and counsels adult students interested in continuing their education.
- ⇒ Participates in county, state, and national activities designed to improve adult education.
- ⇒ Carries out statistical and other research projects connected with the adult education program.
- ⇒ Performs such other tasks and assumes such other responsibilities as may from time to time be assigned.

**SUPERVISORY RESPONSIBILITIES:**

Supervises Adult Education Staff. Carries out supervisory responsibilities in accordance with the program's policies and guidelines.

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

A valid South Carolina teaching certificate with certification in secondary content area(s). Five years successful teaching experience at the secondary level and teaching experience with adults preferred. Must be able to effectively deal with the public both in person and on the phone.

**LANGUAGE SKILLS:**

Ability to read, analyze and interpret scientific and technical journals, financial reports, and legal documents. Ability to write speeches and articles for publication in a variety of formats or styles. Ability to effectively present information to administrators, top management, public groups/community, and Board of Education.

**MATHEMATICAL SKILLS:**

Ability to apply financial concepts such as compound interest, time value of money, tax rates and discounts.

**REASONING ABILITY:**

Ability to interpret a variety of technical instructions in mathematical or diagram forms and deal with several abstract and concrete variables.

**OTHER SKILLS and ABILITIES:**

Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

*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 sit and talk or hear. The employee is occasionally required to walk and reach with hands and arms. 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 peripheral vision. Employee must be able to distinguish the difference between bells, buzzers, beeps, etc. The employee must be able to work irregular or extended work hours.

*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.*

The noise level in the work environment is usually quiet. The employee is continuously interacting with the public, students, and staff.

*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 individuals currently holding this position and additional duties may be assigned.*