

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 2205
Instructional

FLSA: Exempt

COORDINATOR, OTHER - ADULT EDUCATION
REPORTS TO: Managing Office, Adult Education
SUPERVISES: Not Applicable
QUALIFICATIONS: Bachelor's degree, from an accredited college or university. A minimum of three (3) years successful experience in adult education. Demonstrated experience in program management, curriculum development and the application of technology in an adult education learning environment.
MAJOR FUNCTION
This position is responsible for conducting curriculum planning, development, implementation and training of teachers in adult education, as well as for developing and managing the technology plan for adult basic and secondary education.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Coordinates the planning, development and implementation of curriculum for adult education• Maintains ongoing communication with supervisors, administrators, teachers, and students. Visits and monitors program sites regularly.• Recruits and trains curriculum writing teams, supervises curriculum innovations through field testing and evaluation, and monitors implementation• Surveys, evaluates and disseminates published curriculum materials; makes purchasing recommendations• Trains pre-service and inservice teachers• Manages extended duty, Professional Development, and federal dollar resources• Participates in Curriculum Services and Workforce Education initiatives• Coordinates the technology plan for adult education• Researches technology and recommends local, state, and national resources as appropriate to adult education• Maintains liaison with technology department and recommends software and hardware for high school credit and adult education programs• Designs, coordinates and evaluates technology training for adult education teachers and staff• Coordinates teachers' software preview for adult high school credit and adult education programs and distributes technology materials• Provides information to adult education personnel on implementing curriculum goals through technology.• Develops grant proposals• Performs other related duties as assigned
TERMS OF EMPLOYMENT
<p><i>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 established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 10/95 SV; REVISED FORMAT, D & R, & WC: 10/04 LMCK; REVISED FORMAT, TITLE, MQ, ER: 9/15; BOARD APPROVED: 10/27/15

COORDINATOR, OTHER – Adult Education

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time		X			
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills				X	
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Coordinator, Other – Adult Education – INS