

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 2205  
Instructional

FLSA: Exempt

<b>COORDINATOR, OTHER – ADULT EDUCATION CENTER</b>
<b>REPORTS TO:</b> Administrator, Adult Education Center
<b>SUPERVISES:</b> Instructional Staff Support Staff
<b>QUALIFICATIONS:</b> Bachelor's degree from an accredited college or university. Current Florida certification in an academic subject area, ESE, or Guidance. Five (5) years successful teaching or other related experience in ABE, GED, ESOL, or AAEE.
<b>PREFERRED:</b> Masters degree from an accredited college or university. Sound knowledge of ABE, GED, and ESOL curriculum, testing, and instructional methods. Demonstrated experience in alignment of curriculum, instruction, and assessment for adult education. Demonstrated experience in effective teacher training.
<b>MAJOR FUNCTION</b> This position assists the school's administrator with oversight and operation of the day and evening adult education center personnel and programs.
<b>ESSENTIAL RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>• Assists adult education center administrator with supervision of the school in the absence of the adult education center administrator</li><li>• Prepares day and evening schedules for all adult education, self-sustaining, and career/technical classes</li><li>• Monitors student intake processes including guidance services, testing, and class assignment</li><li>• Provides and facilitates professional development to adult education teachers as needed</li><li>• Works with adult education center administrator and other school personnel to facilitate consistency between day and night operations</li><li>• Assists adult education center administrator with grant responsibilities</li><li>• Collaborates with district curriculum and program personnel</li><li>• Assists adult education center administrator with development supervision and operation of off-site programs</li><li>• Assists adult education center administrator with marketing and recruiting</li><li>• Assists adult education center administrator in conducting faculty meetings</li><li>• Assists adult education center administrator in developing the school's master schedule</li><li>• Assists adult education center administrator in securing and managing textbooks and other instructional supplies</li><li>• Assists the adult education center administrator in ensuring the schools' master discipline plan is implemented</li><li>• Assists the adult education administrator with classroom observations</li><li>• Assists the adult education administrator with the School Improvement Plan and SACS Accreditation</li><li>• Assists the adult education administrator with preparing and administering the schools' budget</li><li>• Performs other related duties as required</li></ul>

**COORDINATOR, OTHER – ADULT EDUCATION CENTER**

**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 established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*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.*

**HISTORY OF JOB CLASSIFICATION**

ISSUED 4/14 LM; BOARD APPROVED:

**COORDINATOR, OTHER – ADULT EDUCATION CENTER**

<u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u>	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 computer to enter and transform words or data					X
21. Using various technology tools					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				