



Annandale Public School District 876

JOB DESCRIPTION

Position Title:

Adult Program Coordinator

Department:

Community Education

Unit:**Immediate Supervisor:**

Director of Community Education

Grade Placement:**FLSA Status:**

Job Summary: Under the general direction of the Director of Community Education, the Adult Program Coordinator is responsible for overseeing, implementing, coordinating and evaluating Adult programming. This is a shared position with Administrative assistant duties. Adult programming is an estimated 35% of time for this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Lead and supervise the development, implementation, coordination and evaluation of adult programming
 - a. Researches and recommends new programs
 - b. Coordinates the scheduling of instructors and facilities
 - c. Evaluates and monitors the success of adult programs through participation, participants surveys/questionnaires and feedback
2. Cultivate, support, and expand partnerships between community organizations to best support all adults.
3. Coordinates and oversees the marketing and promotions of adult programming
 - a. Prepares brochures, fliers, handouts, online registration system and other promotional materials.
4. Develops and implements surveys to participants to receive feedback on adult programs
5. Attend meetings, workshops and training sessions as directed by Director of Community Education.
6. Performs other related duties as assigned.

EDUCATION AND KNOWLEDGE REQUIREMENTS

Education Training and Experience Requirements:

- A.A Degree

License/Certification Requirements:

- No certification or licensure requirements needed to gain entry into the classification

Knowledge required to perform the essential functions of the job:

- Understanding the community education philosophy
- Applying judgement and discretion in handling problems and issues in accordance with the policies and procedures
- Develop partnerships with instructors
- Basic knowledge of computer hardware, software, and business equipment
- Knowledge of district and community services policies and procedures

WORK SKILLS AND CHARACTERISTICS

Skills required to perform the essential functions of the job:

- Excellent oral and written communication skills
- Prompt, regular and dependable attendance
- Excellent organizational and personal management skills
- Ability to assume initiative in problem solving
- Ability to work well with others
- Ability to manage time and responsibilities

PHYSICAL REQUIREMENTS

Physical requirements associated with the position can be best summarized as follows:

Light work, exerting up to 25 pounds of force occasionally and 10 pounds of force frequently to lift, carry, push, pull or otherwise move objects.