

COORDINATOR OF ADULT AND CONTINUING EDUCATION  
(BOCES #1-Yorktown)

GENERAL STATEMENT OF DUTIES: Develops, administers and coordinates the Adult and Continuing Education Program of the school district; does related work, as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for coordinating and administering all aspects of the Adult and Continuing Education Program. Responsibilities include, but are not limited to, development of existing and new courses for the program, evaluating and tracking program participation, coordinating usage of on-site and remote facilities for the programs, oversight of adult program personnel, preparation and maintenance of the annual budget, securing and monitoring of grant funds, etc. Incumbents act as liaison between the Adult and Secondary programs and represent BOCES at appropriate federal, state and local meetings concerned with Adult Education. Supervision is exercised over professional and clerical support staff.

EXAMPLES OF WORK: (Illustrative Only)

Develops, administers and coordinates the Adult and Continuing Education programs of the district;

Conducts assessments to determine and identify needs of business and industry, labor and community; arranges courses and programs to fit these needs;

Coordinates admission process of all self-paying and agency/government funded adult students;

Maintains all required financial records of the program;

Monitors expenses/revenue related to projects;

Prepares and administers the annual budget for the program and all federal projects;

Writes and secures grants and monitors grant awards

Assists in the hiring and evaluation of Adult Education instructors; ensures appropriate supervisory coverage for the courses;

Arranges and directs in-service education for instructional staff;

Tracks and evaluates program satisfaction; determines program outcome for purpose of continuation or cancellation;

Identifies location, cost, scheduling and other necessary details for successful coordination and operation of adult programs;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Coordinates usage of remote sites and facilities for Continuing Education (literacy) programs;

Prepares, reviews and analyzes periodic reports to evaluate programmatic goals and objectives;

Maintains close working relationships with community and state agencies, local colleges, businesses, labor organizations and other community groups to publicize and market programs;

Acts as liaison between the Adult and Secondary programs;

Maintains membership in, and participates in professional organizations devoted to Adult and Continuing Education;

Represents BOCES at Federal, State and local meetings, conferences and seminars;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database applications in the performance of the job.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of fundamentals of educational programs; good knowledge of administrative procedures in an educational environment; good knowledge of community organizations and funding resources; ability to communicate effectively, both orally and in writing; ability to analyze, evaluate and interpret a wide range of information and data; ability to make formal presentations; ability to plan and supervise the work of others; ability to adopt an effective course of action based upon existing conditions; sound professional judgment; resourcefulness; flexibility; tact; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) a Master's or Bachelor's Degree and four (4) years experience of an administrative support or staff nature which must have included budget preparation, program management and supervisory functions; or (b) an Associate's Degree and six (6) years of the specialized experience as outlined in (a) above; or (c) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: Only experience gained after attaining the minimum educational level indicated in the Minimum Qualifications will be considered in evaluating experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.