

Adult Coordinator

POSITION: Adult Coordinator

LOCATION: Fayette Institute of Technology

REPORTS TO: Principal

QUALIFICATIONS:

- Valid WVDE certification in Vocational 5-AD or School Counselor 5-AD, preferred.
- Masters Degree required.
- Experience with and knowledge of procuring federal funding preferred.
- The Adult Coordinator should have knowledge of curriculum and program development as they relate to the education of adults and other non-traditional and special needs students.
- The Adult Coordinator should have knowledge of Federal Programs as they relate to funding of occupational training and development and to expansion of new and existing industry. Such programs may include those administered under the Departments of Education, North Central Association Commission, Labor Employment Service, Governor's office of Economic Development, Human Services, Veterans Administration, and any other State and/or Federal Agencies.
- The Adult Coordinator should possess communication and organizational skills necessary for the coordinator of programs and serving students who require services from a combination of community, state, and federal agencies in order to become employable.

PERSONAL QUALITIES:

- Possess a positive attitude and sensitivity to the needs of fellow educators, school service personnel, students, parents, and the community-at-large
- Exhibit emotional and physical stability through self-control, health and stamina for effective job performance
- Demonstrate responsibility, integrity, impartiality, objectivity, and tact in the performance of assigned responsibilities
- Assume and perform responsibilities with enthusiasm, efficiency, and accuracy and according to schedule
- Exhibit flexibility and adaptability to necessary change
- Respect confidential information and the individual's right to privacy
- Demonstrate effective communication skills through speaking and writing in a clear, distinct manner

PERFORMANCE RESPONSIBILITIES:

- Work closely with the vocational administration in the identification and recommendation of personnel to be employed in capacities serving adult students
- Work closely with the Director in the development and implementation of occupational training programs for adults
- Supervise and evaluate the performance of full and part-time instructors and office personnel who work with adults and other non-secondary student groups
- Be knowledgeable of and comply with Federal, State, and County regulations as they relate to the performance of his/her assigned and closely related areas of responsibility. This should include

regulations as they relate to coordination with Veterans Affairs, Job Training Partnership Act, and the sponsorship of students by various state agencies

- Develop marketing activities to recruit and select students who can succeed in training and provide the local state work force with needed man power
- Actively pursue alternative funding sources through grant proposal writing
- Supervise and evaluate overall performance of the Adult Basic Education programs
- Make recommendations to the County director concerning the relocation of Adult Basic Education classes
- Meet with the Adult Basic Education Advisory Council and develop the program proposed
- Oversee all Funding Sources; including the Federal Pell Grant programs
- Other duties as assigned by principal

PERFORMANCE STANDARDS:

- Make recommendations to the vocational administration in the areas of program development, implementation and personnel assigned
- Evaluate program performance in light of student success in the classroom and in the labor market as evidence by level of enrollment, student evaluations and placement record

EMPLOYMENT TERM: 225 days

SALARY: Based upon current teacher's salary scale according to degree and years of experience.