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**SCHOOL DISTRICT OF OKALOOSA COUNTY
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

Position Title: **Adult and Community Education Coordinator**
Reports to: **Administrator, Quality Assurance**

Minimum Eligibility Requirements:

Holds a valid Florida Educator's Certificate with appropriate coverage for the course assignments. Bachelor's Degree or higher degree from an accredited institution. Five (5) years experience in teaching adult or community education preferred. Any alternative qualifications as the Board may find appropriate.

Communication Skills:

Demonstrates articulate speech. Uses vocabulary appropriate to task and student ability. Writes with appropriate grammar, spelling and structure. Communicates effectively with students, parents, and administrators.

Specialization Competence:

Demonstrates proficiency in area of specialization. Uses subject area materials appropriately.

Administrative/Supervisory Requirements:

Keeps appropriate records. Maintains effective lesson plans. Conforms to rules and policies of the district, school, and state.

Instructional/Evaluation Procedures:

Makes effective use of time. Provides instructional orientations, transitions and clear directions. Uses effective questioning techniques. Develops concepts and provides appropriate reviews, practice and corrective feedback. Uses appropriate evaluative techniques. Analyzes and interprets test results.

Management Techniques:

Establishes rules; monitors rules consistently and fairly. Maintains academic focus. Establishes routines for use of materials. Controls and stops spread of misconduct. Maintains instructional momentum.

Interpersonal Relationships:

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

Physical Demands:

The physical demands described here are representative of those essential for an employee to successfully perform the functions of this job. Reasonable accommodations may be made for individuals with disabilities.

The employee is frequently required to stand, talk, hear, walk, and sit. The employee may occasionally push or lift up to 50 pounds. The employee demonstrates physical energy commensurate with assigned tasks and controls emotions appropriately.

Work Environment:

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

(over)

Job Goal:

To involve the people of the community in programs designed to assist them in fulfilling their education, recreational, cultural social, health, and other shared needs by promoting a more efficient use of school and other public facilities through the extension of personnel, buildings, and equipment.

Essential Duties and Responsibilities:

1. Assists in planning, developing, implementing, and coordinating the Adult and Community Education Program.
2. Meets with instructors as needed to interpret changes in School Board policy or administrative rules, and to keep them informed on trends in education as they pertain to the Community Education Program.
3. Assists in selecting and assigning qualified personnel.
4. Prepares articles concerning community school programs for local newspapers, including Eglin and Hurlburt publications, radio and television stations.
5. Maintains liaison with parents, teachers, principals, and community agencies and groups having an interest in the Community Education Program.
6. Assists in writing and implementing state/federal projects and programs.
7. Reports to the Director of Student Services/Adult Education on any developments or problems concerning the Adult or Community Education Program.
8. Assists in preparing and monitors the Community Education budget and payroll.
9. Coordinates General Education Development (GED) examinations.
10. Issues GED permission letters for sixteen and seventeen year olds.
11. Oversees Adult Education classes and program; monitors FTE.
12. Acts as District Liaison for implementation of the Driver's License Law.
13. Works a flexible schedule, as required by the Program Director.
14. Abides by all policies of the Okaloosa County School Board.
15. Performs other tasks as assigned within the limits of the Master Contract.

Terms of Employment/Length of Employment:

Twelve month. Salary is based on adopted salary schedule for instructional personnel.

Evaluation:

Annual performance evaluation in accordance with the Master Contract, local policies, and state law.