

**JEFFERSON COUNTY SCHOOL SYSTEM
JOB DESCRIPTION**

ADULT EDUCATION COORDINATOR

Qualifications

1. Bachelor's Degree in Elementary and/or Adult Education
2. Maintain current State of Tennessee Certification in Adult Education
3. Experience in classroom instruction
4. Strong organizational and interpersonal skills with ability to supervise and direct activities of others.

Essential Duties & Responsibilities

1. Interview and provide orientation sessions for new clients seeking to further their education;
2. Coordinate with other agencies and programs such as DHS / Families First to serve their clients and assure compliance with program guidelines;
3. Administer assessment tests to determine levels of educational attainment for instructional recommendations;
4. Determine appropriate staffing levels to serve the programs and clients served;
5. Maintain all records in compliance with existing school policies and state regulations;
6. Coordinate in-service training for Adult Education teachers and staff;
7. Develop and oversee the budgets involved in the operation of Adult Education Services
8. Prepare and submit any quarterly or annual reports for DHS / SDE or local Board of Education;
9. Provide counseling for clients and make appropriate referrals to other agencies as needed;
10. Collaborate with Jefferson County High School administration to serve students who may qualify for Adult High School or other Adult Education Services;
11. Cooperate with local juvenile and judicial authorities to serve youth and adults who have been incarcerated or restricted by court action;
12. Perform other duties as required by the Director of Schools