

Adult Education Supervisor

Nature of Work

Employees in this classification are responsible for managing all aspects the Jefferson County Board of Education Adult Education program. Activities associated with the job include coordination of Adult Education programming for underage students, Families First participants, and other Adult Education participants. Incumbents must also provide orientation to new participants, administer assessment tests, develop and monitor various budgets, and maintain detailed confidential files. The position requires good organizational skills, ability to communicate and relate effectively to others, a thorough knowledge of elementary and high school curricula, and strong instructional skills. Work is reviewed by the superintendent of schools through observation of student progress, number of students enrolled, compliance with budgetary guidelines and state regulations, and effectiveness of instruction provided to participants.

Illustrative Examples of Work

- Interview and provide orientation sessions for new clients seeking to further their education.
- Coordinate the Jefferson County Adult Education program with Family First participants to insure compliance with attendance and program compliance goals.
- Administer assessment tests to determine level of educational attainment and make recommendations for remedial instruction.
- Determine appropriate staffing levels and direct the activities of teachers for the Adult Education program.
- Maintain detailed records pertaining to client intake, attendance, assessments, case management, educational progress, and compliance with existing school policies and state regulations.
- Coordinate in-service training activities for support staff and teachers.
- Develop and oversee three budgets according to revenue source and required auditing standards.
- Maintain contacts with numerous state and local agencies and employers to coordinate the delivery of services and inform them of Adult Education program services.
- Prepare and submit quarterly reports to insure compliance with Adult Education and Department of Human Services regulations.
- Provide limited counseling services to students to determine needs and make appropriate referrals to service agencies.
- Collaborate with Jefferson County High School to provide services to students who have been suspended or students who have dropped out of school.
- Interact with the local judicial system to provide services to youth and adults who have been incarcerated.
- Perform related duties as required.

Necessary Requirements of Work

Graduation from an accredited high school, a Bachelor of Science in Elementary and/or Adult Education, experience teaching in elementary or high school, strong organizational and interpersonal skills, ability to supervise and direct the activities of others, or any equivalent combination of education and experience to provide the following critical knowledge, abilities, and skills:

- Thorough knowledge of elementary and high school education including current curriculum requirements for core subject areas.
- Thorough knowledge of state regulations pertaining to the operation and accreditation of adult education facilities.
- Thorough knowledge of Jefferson County Board of Education policies and procedures.
- Considerable knowledge of state welfare reform initiatives and regulations.
- Considerable knowledge of commonly accepted budgetary practice and procedure.
- Knowledge of social service and support agencies available to the public.
- Ability to supervise and direct the activities of support staff and faculty.
- Ability to communicate and interact in a professional and tactful manner with constituents, staff, teachers, and the public.
- Ability to perform the physically demanding aspects of the position.
- Ability to administer assessment tests and make requisite recommendations.
- Ability to develop and monitor budgets in accordance with existing auditing standards.
- Ability to counsel and provide guidance to individuals seeking to further their education.
- Ability to provide effective instruction to clients as needed.
- Skill in the interpretation of client needs and application of available resources.

Necessary Special Requirements

- Must maintain a current State of Tennessee Certification in Adult Education.