

**TITLE**

*Supervisor of Adult Education*

**JOB GOAL**

The job goal is to expand educational opportunity to all adults in the local program area who have a need for adult education services. The adult education program will assist interested individuals in securing an education that will enable them to become more employable, productive, and responsible citizens.

**ESSENTIAL FUNCTIONS****Administrative Responsibilities**

- Prepare the adult education proposal and budget for federal and state funding year
- Administer the adult education program activities according to federal, state, and local regulations
- Prepare reimbursement invoices for federal and state funds to the Division of Adult Education Labor & Workforce Development (due by the 15<sup>th</sup> of each month)
- Prepare year end evaluative reports based on NRS state guidelines
- Write 5 year plan for local GED Program
- Supervise and evaluate adult education program staff
- Monitor all required data in CMATS (Computer Managed Attendance Tracking System)
- Attend all state and regional staff development meetings
- Ensure that all budget files are accessible for monitoring reviews
- Figure all personnel wages
- Timesheets
- Seek additional funds through local businesses and grants
- Manage all aspects of the Adult Education Budget
- Participate in all local meetings designed to improve the adult education program
- Regular visits to local Career Centers and Technology Centers

**Performance**

- Proper placement for every student based on state guidelines requirements and assessment
- Develop recruitment plans and advertisements that informs the target population of program services and attracts

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- Develop an intake and orientation process that clarified student and program goals and expectations and ensures appropriate placement in the program
- Secure competent teachers
- Provide orientation for teachers
- Supervise and evaluate adult education teachers with on-site evaluation
- Supervise paraprofessional
- Ensure that all staff participates in staff development opportunities throughout the year
- Provide technical assistance to all adult education staff
- Order all instructional supplies and materials necessary for the student
- Provide a substitute teacher when a regular adult education teacher must be absent
- Follow the state's initial and ongoing assessment procedures for adult education students
- Maintain all files containing items required by state guidelines for every adult education student
- Maintain all state and federal expenditures files
- Scheduling classes at locations and times that are accessible to the adult learner
- Organize the Fentress County Literacy Council and invite special speakers for the meetings
- Coordinate GED Graduation activities for graduates at the end of the year
- Required to participate and move through the three Baldridge Criteria for performance excellence
- Work with the LBJ&C Headstart Program, Health Department, Department of Children Services, etc.
- Weekly staff meetings
- Serve on the Upper Cumberland Supervisor Coalition (monthly meeting)
- Para-pro Proctor for local school system
- Assist students with financial aid applications
- Court order management attendance request
- Request drop out forms
  - \*Letters of recommendations
  - \*Distribute flyer

### **State Appointed Committees**

- 2006-2007 Tennessee State Task Force: Visit Senators and Legislative Leaders across the state for their support of the Five Million Dollars for Adult Education to be included in the Governors' Budget (Several meetings throughout the year).
- Budget Committee for the State of TN (Several meetings throughout the year).

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