

## **GORHAM SCHOOL DEPARTMENT**

**TITLE:** Director of Adult Education

**QUALIFICATIONS:**

1. Maine certification as Director of Adult and Community Education (#66)
2. Master's Degree preferred
3. Experience teaching adult learners and the course work to be certified as an adult education teacher in one or more of the primary content areas.
4. Demonstrated effective oral and written communication skills

**REPORTS TO:** Superintendent of Schools

**JOB GOAL:** To extend educational opportunities to all community members who are interested and can benefit from continued academic and personal grown study.

**RESPONSIBILITIES:**

1. Develops and oversees annual budget and federal, state and local grants.
2. Seeks creative options to support services when budget is not sufficient, including seeking grant funding and using volunteers.
3. Assumes responsibility for supervision and evaluation of all adult education staff.
4. Oversees all aspects of Gorham Adult Education and Volunteer Program.
5. Provides instruction and career counseling in appropriate areas, as needed.
6. Evaluates programming to ensure quality, need and continued community interest within state and local guidelines.
7. Ensures that all state and national data requirements and reporting are met.
8. Provides leadership to ensure that Gorham Adult Education's initiatives support both the district's and the state's long-range plans.
9. Serves as liaison between adult education, the district and the school committee.
10. Supervises all marketing efforts (brochures, website, social media, print media, etc.).
11. Ensures that the program is student-focused and provides outstanding customer service.
12. Performs such other tasks that may be assigned by the Superintendent.

**WORK YEAR:** Ten-month year. Salary and benefits to be established by the School Committee.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation – *Evaluation of Administrators*.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

January 2012