

**DEPARTMENT:** STARPOINT CENTRAL SCHOOL  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** 03/27/91

**ADULT/CONTINUING EDUCATION COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** Under the direction of the school district administration, is responsible for generating local interest in adult education through surveys, advertising and public relation opportunities. Once demand is determined, assists in announcing class offerings, developing budgets, recruiting instructors, and the scheduling of facilities & equipment. Supervision may be exercised over clerical or other employees. Performs related duties as required.

**TYPICAL WORK ACTIVITIES:**

1. Assists in conducting surveys and program planning to meet the educational requirements of the adult community;
2. Prepares and distributes brochures, course offerings and related information to foster interest and growth;
3. Schedules and maintains a calendar of classes and use of school district facilities for adult education program;
4. Assists in the recruitment and selection of qualified teachers;
5. Coordinates the selection and use of instructional material by continuing education teachers;
6. Directs the work activities of the clerical staff;
7. Establishes office procedures for class registration;
8. Monitors the use of facilities and equipment and teacher evaluation through class visits and documentation;
9. Prepares continuing education budget, issues purchase orders, and prepares payroll for the instructional staff.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of organization skills required to explore and develop the needs of the adult community and to meet those needs through the development of a continuing education program; good business judgment, good knowledge of budgeting; good knowledge of interviewing skills; ability to supervise; ability to prepare reports and written material; good communication skills; ability to coordinate and relieve school administration of details through initiative, dependability, and good judgment; ability to communicate with, explore, assess and utilize resources within the community; physical condition commensurate with demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a New York State equivalency diploma;

**AND:** 1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in liberal arts, administration or teaching with emphasis in community programs, and two (2) years experience working in administration and/or coordination of community, continuing or adult education.

**OR:** 2. Six (6) years of experience working in administration or coordination of Community and/or continuing or adult education.