PARIS JUNIOR COLLEGE DISTRICT
JOB DESCRIPTION

TITLE: Director
DEPT: Adult Education & Family Literacy
CLASS: Administration

SALARY LEVEL:
JOB CODE: Administration
FLSA STATUS: Exempt
RETCIREMENT ELIGIBILITY: ORP/TRS

PURPOSE: The Director of Adult Education/Family Literacy plans, organizes, administers, directs, supervises and conducts the instruction of adults in order that these adults will be able to function successfully in today’s society.

REPORTS TO: Vice President of Academic Studies

SUPERVISES: Adult Education Coordinators
Secretary A, Adult Education & Family Literacy
Tutors, Teachers, & Volunteers

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities
1. Willingness to work with “most in need,” “hardest to serve,” and special populations.
2. Proven teaching ability.
4. A sincere desire to help adults.

Education, Experience, and Licensure
1. Master’s degree in related field.
2. Prior experience in Adult Education

MAJOR JOB RESPONSIBILITIES

Essential Job Functions
1. Submit grant applications related to Adult Education.
2. Prepare reports as required by various grants. Manage budgets to comply with grant responsibilities and restrictions.
3. Oversee the submission of information into TEAMS.
4. Administer all facets of the adult education program.
5. Interview, hire, and evaluate teacher and staff performance. This includes planning appropriate training and development opportunities.
6. Participate in the development and revision of course content, material selection and teaching assignments.

7. Maintain professional skills and subject expertise through professional development.

8. Display personal characteristics that reflect positively on the education profession and the College in such ways as respecting colleagues and observing ethical principles of the education profession, participating in community activities, and demonstrating a constructive attitude toward other professional and classified personnel, using appropriate vocabulary free from excessive profanity and slang, displaying use of good judgment, tact, and discrimination, treating records, information, materials, and office concerns in a confidential manner.

9. Demonstrate knowledge of the required subject matter by providing evidence of preparation in the area, maintaining current knowledge of research and developments in the subject area, and maintaining the respect of colleagues in the profession.

10. Demonstrate leadership qualities by instilling enthusiasm for professional goals, recognizing staff proficiencies and accomplishments, adhering to statement of ethics and Paris Junior College covenant for success.

Marginal Job Functions

1. Serve on college committees and promote adult education through newspaper and public speaking.

SPECIFIC EQUIPMENT AND MATERIALS USED

1. Must have knowledge in computer skills; knowledge in Plato software; knowledge in the Internet, knowledge in Microsoft Word, Excel and PowerPoint.

ESSENTIAL PHYSICAL TASKS

1. This position is security-sensitive.

ENVIRONMENTAL DEMANDS

I have read the foregoing job description and understand the responsibilities of the job.

_______________________________________________
Employee Printed Name

_______________________________________________  ________________
Employee Signature  Date

_______________________________________________  ________________
Human Resources Signature  Date