

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
Job Description**

Job Title: Supervisor of Adult Education **Department:** Instruction & Curriculum
Date: January 31, 2007 **Reports To:** Chief Academic Officer
Grade: Teacher Schedule/ 260 days

Purpose of Job

To expand the educational opportunity to all adults in the local program area who have a need for adult education services.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Administrative:

- preparing the adult education budget for the local program
- administering adult education program activities according to federal, state, and local regulations
- preparing reimbursement invoices of federal and state funds
- supervising and evaluating adult education program staff
- submitting adult education program reports to the Division of Adult Education on or before the due dates, and
- entering all required data into CMATS management information system according to state guidelines and timelines
- any local school system duties assigned by Supervisor

Performance:

- implementing on a local level the goals and objectives as set forth in the Tennessee State Plan; Adult Education and Family Literacy
- providing for an interdependent adult education program ensuring proper placement for every student
- developing a recruitment plan that informs the target population of program services and attracts prospective adult learners
- developing an intake and orientation process that clarifies students and program goals and expectations and ensures appropriate placement in the program
- securing competent teachers
- providing an orientation for new teachers

- ensuring that adult education staff participate in staff development opportunities
- providing technical assistance to all adult education staff
- providing AE instructional personnel with supplies and materials necessary for instruction of students
- soliciting ideas from teachers and students regarding program improvement
- supervising and evaluating adult education teachers with on-site evaluation
- establishing a procedure for providing alternative instruction when a regular adult education teacher must be absent
- following the state's initial and ongoing assessment procedures for adult education students
- maintaining a file containing items required by state guidelines for every adult education student
- developing a program that supports students' progression through the levels of adult education
- planning a program that fosters the accomplishment of students' goals
- scheduling classes at locations and times that are accessible to the needs of adults
- participating actively in the local literacy council/advisory board
- coordinating graduation activities for adult education graduates
- keeping teachers informed of state policies affecting them and of recent trends in adult education
- participating in local and state activities designed to improve adult education, and
- comprehending thoroughly the demographic character of the service area
- maintaining records on all credit recover students enrolled at the Greenwood Complex
- following through on local school systems assignments

Additional Job Functions

Performs other duties as required by the Clarksville Montgomery County School System.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree. It is highly recommended that supervisors have a professional teacher's certificate and a minimum of three years' experience in adult education.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS:

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION:

Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

LANGUAGE ABILITY:

Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE:

Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

VERBAL APTITUDE:

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE:

Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE:

Requires the ability to inspect items for proper length, width and shape visually.

MOTOR COORDINATION:

Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

MANUAL DEXTERITY:

Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

COLOR DISCRIMINATION:

Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT:

Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

PHYSICAL COMMUNICATION:

Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date