



# DIRECTOR – ADULT AND COMMUNITY EDUCATION

## SUMMARY/SCOPE/GOAL

To meet the educational needs of Brevard County citizens who are beyond the compulsory school age.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- Master's degree from an accredited educational institution.
- Minimum of three (3) years successful teaching experience.

#### PREFERRED/DESIRED:

### CERTIFICATIONS AND LICENSES:

#### REQUIRED:

- Certified in Educational Leadership, Administration and Supervision, or Administration by the State of Florida.
- Certified in Adult Supervision
- Valid State Driver's License.

#### PREFERRED/DESIRED:

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Work with centers and other departments to automate office tasks related to curriculum, registration, transcripts, grades, FTE, etc.
2. Advise area superintendents, principals and assistant principals regarding supervision and administration of activities at adult/community education centers.
3. Complete county, state, and federal reports applicable to adult/community education.
4. Serve as liaison between the state department and the District.
5. Recommend and supervise the testing agent for GED.
6. Coordinate the 322 Adult Basic Education grant.
7. Coordinate the 353 Special Project grant.
8. Provide in-service activities for teachers and staff.
9. Work with centers in the implementation of approved Competency Based Adult Basic Education (CBABAE) and Competency Based Adult Education (CBAE).
10. Develop strategies for accountability of programs.
11. Work with the community to develop community education programs.
12. Provide technical assistance and support to all District schools.
13. Coordinate the development of CBABAE and CBAE curriculum.
14. Coordinate request for funding and prepare budgets for adult/community education programs.
15. Coordinate grant writing when appropriate.
16. Work with business and industry to develop workforce literacy programs.
17. Work to be active in state and national adult and community education associations.

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18. Travel to District schools and other agencies within the District.

### **OTHER DUTIES:**

Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

## **KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE**

### **JOB RELATED:**

Knowledge of the purpose and general operation of adult/community education programs; ability to develop and manage budgets; ability to work effectively with other educational departments and related agencies; effective oral and written communication skills; ability to interpret and analyze data and prepare reports and presentations; ability to make decisions based upon relevant information; ability to utilize a personal computer; ability to meet deadlines while balancing numerous job tasks and functions; ability to supervise professional and secretarial support staff; ability to travel to District schools and sites.

### **GENERAL:**

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

### **EQUIPMENT:**

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

### **PHYSICAL REQUIREMENTS:**

#### **(M) MEDIUM WORK**

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Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

### **POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

### **TRAVEL:**

Travel between sites often. Travel out of county occasionally.

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**FOR HR USE ONLY:**

|                         |                                |                         |  |
|-------------------------|--------------------------------|-------------------------|--|
| <b>DIVISION:</b>        | Equity, Innovation, and Choice | <b>DEPARTMENT:</b>      | Adult and Community Education            |
| <b>TITLE CODE:</b>      | D0256                          | <b>CONTENT BY:</b>      | Director – Adult and Community Education |
| <b>GRADE:</b>           | 29                             | <b>COMPENSATION:</b>    | Human Resources                          |
| <b>UNIT:</b>            | NB                             | <b>LABOR RELATIONS:</b> | Karyle Green, Ed.D.                      |
| <b>LAST BOARD APVD:</b> | 06/22/2021                     | <b>CLASSIFICATION:</b>  | Beth Thedy, Ed.D.                        |
| <b>SCHEDULE:</b>        | 8 Hrs. – 12 Mos.               |                         |  |

| REV: | DATE:     | REVISION CONTROL:  | INITIATED BY:                 |
|------|-----------|--|-------------------------------|
| 1.0  | 06/12/01  | Initial Release  | Adult and Community Education |
| 1.1  | 02/12/14  | REVISED  | Adult and Community Education |
| 1.2  | 07/01/19  | REVISED: New format                                      | Human Resources               |
| 1.3  | 12/1/21   | New Format   | Ellie Kelly – Human R         |
| 2.0  | 6/22/2021 | Updated grade to 29                                      | Beth Thedy, Ed.D.             |
| 2.1  | 12/3/2021 | Update physical requirements to ADA format, add schedule | Ellie Kelly – Human Resources |
|      |           |  |                               |
|      |           |  |                               |

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.*

*Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*