

ADULT EDUCATION SUPERVISOR

JOB DESCRIPTION MSD OF WAYNE TOWNSHIP

PURPOSE: To support the Assistant Principal for Vocational Education and the Director of Career/Technical/Adult Education in the overall administration of the adult education school program.

PERFORMANCE RESPONSIBILITIES:

1. Acts as the immediate supervisor for personnel in the adult education program.
2. Recommends course offerings to reflect the training and retraining needs of business, industry, labor, and agriculture.
3. Serves as counselor to adult students to assure that enrollment and achievement in courses are appropriate with their educational goals and objectives.
4. Prepares and distributes appropriate marketing materials to advertise the availability of adult education programs and services.
5. Recruits, interviews, and makes recommendations to the Director for the employment of evening school staff.
6. Supports adult education program instructors in the preparation and updating of a course syllabus.
7. Orders, receives, and distributes textbooks and supplies for each adult educational program.
8. Makes arrangements with day-school staff for the use of laboratory facilities and equipment.
9. Collects data necessary to complete the required state and federal reports.
10. Plans, organizes, and directs registration for classes each semester.
11. Makes classroom observations and evaluates instructors.
12. Conducts student satisfaction surveys, compiles results, and provides feedback to instructors for improvement of instruction.
13. Maintains liaison activities with the other school programs and activities.
14. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised: August 2016