

JOB TITLE  
ADULT EDUCATION CAREER  
DEVELOPER<sup>1</sup>

DIVISION  
ADMINISTRATION

REPORTS TO  
DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE  
ADULT ED HOURLY SALARY RATE

LENGTH OF WORK YEAR  
AS APPROVED BY THE BOARD

DATE  
JANUARY 14, 2008

SCOPE OF RESPONSIBILITIES

Assists in the implementation of the Adult and Continuing Education Program by providing career and workforce development to all persons, age 16 or over; provides comprehensive evaluation and instructional program to meet the needs of the students; plans and coordinates programs in compliance with federal, state and local directives; and explains purpose of specific program to interested persons.

PERFORMANCE RESPONSIBILITIES

1. Plans a program of work to meet the needs and interests of the persons enrolled using local, state and federal directives.
2. Conducts the program by providing career counseling and learning experiences to assist participants in reaching their desired goals or objectives.
3. Uses technology to assist and track participants.
4. Assists participants to improve their standards of living.
5. Maintains frequent contact with participants while away from the program to provide assistance with their career development.
6. Provides continuous evaluation of participant's achievement in the program.
7. Promotes program and interprets purpose of program for potential participants/clients and interested persons in the community.
8. Maintains records and reports on participants and the overall program.
9. Becomes familiar with and works toward meeting program and unit goals.
10. Performs other duties as assigned by the designated supervisor.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

1. Bachelor's degree

DESIRABLE QUALIFICATIONS

1. Master's degree
2. Demonstrated relevant job experience
3. Demonstrated successful experience in working with individuals 16 years of age and older

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<sup>1</sup> This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.