

COORDINATOR OF ADULT AND CONTINUING EDUCATION
(BOCES #1 & BOCES #2)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for developing, coordinating and administering all aspects of the Adult and Continuing Education Program. Responsibilities include, but are not limited to, development of existing and new courses for the program, evaluating and tracking program participation, coordinating usage of on-site and remote facilities for the programs, oversight of adult program personnel, preparation and maintenance of the annual budget, securing and monitoring of grant funds, etc. Incumbents act as liaison between the Adult and Secondary programs and represent BOCES at appropriate federal, state and local meetings concerned with adult education. Supervision is exercised over professional and clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops, administers and coordinates the Adult and Continuing Education programs of the district including scheduling courses and communicating with instructors;

Conducts assessments to determine and identify needs of business, industry, and the community; develops courses and adult education programs to fit these needs;

Coordinates admission process of all self-paying and agency/government funded adult students;

Maintains all required financial records of the program;

Prepares marketing materials to encourage participation in programs;

Prepares and administers the annual budget for the program; monitors expenses and revenues;

Writes and secures grants and monitors grant awards;

Identifies staffing needs and ensures appropriate supervisory coverage for the courses; assists in recruiting, hiring and evaluating adult education instructors;

Arranges and directs in-service education for instructional staff;

Tracks and evaluates program participation and satisfaction in adult education database and makes determinations about minimum enrollment; determines program outcome for purpose of continuation or cancellation;

Identifies location, cost, scheduling and other necessary details for successful coordination and operation of adult programs;

Coordinates usage of remote sites and facilities for adult and continuing education programs;

Prepares, reviews and analyzes periodic reports to evaluate programmatic goals and objectives;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Maintains close working relationships with community and state agencies, local colleges, businesses, labor organizations and other community groups to publicize and market programs;

Acts as liaison between the Adult and Secondary programs;

Maintains membership in, and participates in professional organizations devoted to Adult and Continuing Education;

Represents BOCES to outside agencies at Federal, State and local meetings, conferences and seminars;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database applications in the performance of the job.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of fundamentals of educational programs; good knowledge of administrative procedures in an educational environment; good knowledge of community organizations and funding resources; good organizational skills; ability to communicate effectively, both orally and in writing; ability to analyze, evaluate and interpret a wide range of information and data; ability to make formal presentations; ability to plan and supervise the work of others; ability to adopt an effective course of action based upon existing conditions; ability to read, write, understand, and communicate in English sufficiently to perform the essential functions of the position; sound professional judgment; resourcefulness; flexibility; tact; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* and four (4) years of work experience in an administrative support capacity which must have included budget preparation, program management and supervisory functions; or (b) an Associate's Degree* and six (6) years of experience as outlined in (a) above.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.