

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CLASSIFIED MANAGEMENT JOB DESCRIPTION

POSITION TITLE: ADULT SCHOOL PROGRAM COORDINATOR

DEFINITION: Under the direction of the Adult School Principal, coordinate the Pacific Grove Adult Education Consortia plan, budget, distribution schedule and assessment plan in addition to regular oversight of Pacific Grove Adult Education identified programs, and assignments; the Adult School Program Coordinator will oversee and coordinate the organization, development, analyze and monitor fiscal solvency of programs offered at the Adult School (example not limited to ESL, Parent Education, and/or Preschool program), as well as maintaining financial and budgetary records for the school.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:

- In coordination with the Adult School Principal, develop and oversee the Pacific Grove Adult Education Consortia plan, budget and special accounts
- Maintain records and all required documentation
- Submit reports in a timely manner
- Manage, maintain records, and support all program contracts, grants and partnerships related to the identified program (not limited to CASAS/TOPS PRO, Workforce Development, OTAN)
- Ensure Pacific Grove Adult School programs comply with federal and state standards ensuring optimal grant funding
- Community liaison for Pacific Grove Adult School
- Assimilate and analyze data
- Attend meetings
- Formal liaison to organizations involved with the assigned programs
- Stay abreast of current trends in Adult Education and communicate best practices
- Communicate information to appropriate people and entities
- Other duties as assigned

REQUIREMENTS:

- Professional level knowledge of principles and practices in adult education
- Excellent communication skills in working with both adults and students
- Skill in working effectively with others in a wide variety of situations
- Skill in budget planning
- Efficient use of computer, computer programs, and other office equipment
- Skill in collecting, assembling and analyzing data, preparing and presenting reports, and monitoring progress

QUALIFICATIONS:

Knowledge of:

- Current applicable laws, codes, regulations, policies and procedures.
- Related Federal, State and local curriculum and program requirements.
- Board and District policies, procedures and regulations.
- Modern office methods, practices, and procedures; telephone techniques.
- Proper English usage, spelling, grammar and punctuation; techniques of letter and report writing.
- Program curriculum and development of curriculum.
- Spreadsheet or bookkeeping programs.

Ability to:

ADULT SCHOOL PROGRAM COORDINATOR, CONTINUED

- Plan, organize, and coordinate program and program activities
- Travel to and attend meetings
- Follow directions.
- Organize and prioritize work effectively.
- Maintain a variety of routine and complex materials including correspondence, reports, memoranda, lists and documents.
- Make mathematical calculations quickly and accurately.
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, and firmness.
- Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of situations.
- Must be able to work well independently and as part of a team.

EDUCATION AND EXPERIENCE:

- Minimum three years successful experience in adult education or a related field
- College degree in business, accounting, educational organization or a related field

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time.
- Stand in one area for extended periods of time.
- Stand and walk for extended periods of time.
- Ascend and descend steps.
- See for the purpose of observing accuracy of reports and documents
- Hear and understand speech at normal levels.
- Communicate so others will clearly understand normal conversation.
- Communicate using the telephone and radio.
- Push/pull, squat, turn, twist, bend, and stoop.
- Lift and carry 20 lbs.
- Reach in all directions.
- Think clearly and rationally to solve problems, make good judgments and decisions.
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position.

WORKING CONDITIONS:

Office and classroom working environment subject to standing for long periods of time, sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal.

LICENSE OR CERTIFICATE:

- Possession of a valid California Driver's license is desirable.
- Valid CPR/First Aid Certification is required.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans with Disabilities Act regarding reasonable accommodation procedures.