

SUPERVISING COORDINATOR FOR COMMUNITY SERVICES
(ADULT EDUCATION PROJECTS)

GENERAL STATEMENT:

Coordinates Adult Education (AE) and other literacy programs and instruction toward the fulfillment of the Adult Education contracts with Texas Education Agency (TEA) and the East Texas Workforce Board.

REPORTS TO:

Dean of Community Services

OCCUPATIONAL GROUP:

Para-Professional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree.

**LICENSE OR
CERTIFICATION:**

None

EXPERIENCE:

Two (2) years experience teaching adults; experience with up-to-date computer hardware, software, and operations; and experience in staff development.

OTHER:

Willing to work flexible hours; travel as needed; have dependable transportation.

DUTIES AND RESPONSIBILITIES:

- Provide services for the following funding sources:
 - State funded Adult Education
 - Federally funded Adult Education
 - State TANF funds
 - Federal TANF funds
 - EI-Civics
 - East Texas Workforce Board Literacy Grant
 - Other Adult Education resources
- Direct TEA instructional activities with AE staff and TVCC.
- Supervise instructional AE positions with TVCC approval.
- Schedule classes and provide instructional support.
- Manage the Adult Education resources.
- Track data and report as needed.
- Must meet staff development requirements of Adult Education contract and TVCC.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment.
- May be required to lift, push, or pull 25 lbs.
- May be required to work irregular hours.
- May be required to travel overnight.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 10/05/98

Revised: 12/11/07

JD304