

ADULT EDUCATION ADMINISTRATOR

GENERAL STATEMENT:

Coordinates Adult Education (AE) programs and instruction toward the fulfillment of the Adult Education contracts with Texas Education Agency (TEA).

REPORTS TO:

Assistant Vice President of Instruction for Workforce Education and Business Relations

OCCUPATIONAL GROUP:

Professional/Non-faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree with a major field of study in education.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

At least five (5) years of experience with Adult Education, either delivering or supervising services.

OTHER:

Be able to travel as needed.

DUTIES AND RESPONSIBILITIES:

- Provide services for the following funding sources:
 - State funded Adult Education
 - Federally funded Adult Education/corrections
 - State TANF funds
 - Federal TANF funds
 - EI-Civics
 - Locally funded Adult Education
 - Other funding sources _____
 - None of the above
- Administer TEA Adult Education contract with AE staff and TVCC.
- Supervise the collaboration between TVCC-AE and other entities within the service delivery area with Adult Education needs.
- Over sight of Adult Education resources.
- Approval of reports 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, classroom, or learning lab environment.
- Must be able to travel as needed.

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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: 12/04/96

Revised: 04/02/07

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