

**Hernando County School Board  
Florida**

FLSA: Exempt, Non-Union

<b>Community Education Coordinator (Adult Ed Programs)</b>
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**Required Qualifications:**

- AA degree from an accredited college or university
- Effective oral and written communication skills, planning and organization
- Must have good public speaking ability and good interpersonal relationship skills with diverse groups.
- Must be able to work evening hours.

**Desired Qualifications:**

- Three (3) years of professional experience in adult education, workforce programs.
- Previous administrative experience in a school setting.

**Performance Responsibilities:**

- Develop and implement fee-based community education programs district wide involving educational, recreational, social and cultural needs of all levels of individuals.
- Develop and maintain procedures to ensure fiscal and programmatic accountability or fee-based courses.
- Responsible for proper reporting, financial accountability, and development of documentation to ensure fiscal accountability.
- Develop and maintain community needs assessments, and use that data to identify and recruit targeted learners who need educational services.
- Develop and implement marketing plan for fee based community education programs.
- Collaborate with social and civic agencies, educational institutions, and governmental entities for partnership purposes.
- Maintain collaboration with facilities managers to ensure quality programs.
- Ensure that the programs function effectively so learners will demonstrate educational gains and the fee-based community education needs are met.
- Conduct visits to classes for observation and evaluation of program and teacher effectiveness.
- Perform other duties as assigned by the Supervisor of Adult & Technical Education and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Supervisor of Adult & Technical Education and/or designee

**Evaluation:**

Annual evaluation done by the Supervisor of Adult and Technical Education and/or designee

**Terms of Employment:**

- 10-month employment - 196 Days
- Based on allocation of Workforce Development and Student Enrollment

**Salary:**

Salary based upon approved salary schedule – Professional/Technical/Supervisory Category C

**Job Code:**

91008

Board Approved: 05/03/16

Revised: