Position Announcement

Job Title
Adult and Continuing Education (ACE) Coordinator

Location
Canadian Valley Technology Center, El Reno/Holt Campus

Qualifications
Required: Bachelor degree in Education or equivalent; minimum three years experience teaching and/or supervising career and technology education programs; proven organizational skills; excellent communication/presentation skills; exemplary interpersonal skills.

Major Job Responsibilities
Coordinates and supervises Adult and Continuing Education (ACE) program that identifies training needs existing in the district and provides high quality open enrollment training programs to meet those needs. Serves the general population, tax supported agencies, and non-profit organizations while working closely with Industrial Coordinators, and Student Services staff to ensure total coverage of existing needs. Responsible for classes held on Coordinator’s assigned campus and other locations throughout the district. Professional position assigned to Business & Industry Services (BIS) and reports to the BIS Director. Evaluated annually with Canadian Valley Technology Center's policies and procedures.

Salary Range & Benefits
$80,532; 12 month position; M-Th: 1:30 PM-10:30 PM and F: 9:00 AM-6:00 PM
Benefits: District paid health, life, retirement and more.

Deadline for Application & Resume
Until successful applicant is hired.

Affirmative Action/
Equal Opportunity Employer

Federal and state law prohibit discrimination in employment practices based on race, creed, color, national origin, ancestry, sex, age, marital status, veteran status, or disability.
Job Description

Job Title: ADULT AND CONTINUING EDUCATION COORDINATOR
Reports To: Business and Industry Services Director
Location: El Reno/Holt Campus
FLSA Status: 12 Months/Full Time/Exempt
Prepared By: Bill Hulsey
Prepared Date: 3/3/2015

SUMMARY
Coordinates and supervises Adult and Continuing Education (ACE) program that identifies training needs existing in the district and provides high quality open enrollment training programs to meet those needs. Serves the general population, tax supported agencies, and non-profit organizations while working closely with Industrial Coordinators, and Student Services staff to ensure total coverage of existing needs. Responsible for classes held on Coordinator’s assigned campus and other locations throughout the district. Professional position assigned to Business & Industry Services (BIS) and reports to the BIS Director. Evaluated annually with Canadian Valley Technology Center's policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Determines course offerings to meet identified training needs.

Works with other BIS staff to develop class schedule and coordinates layout, production and distribution of brochure.

Supervises enrollment of students.

Discusses course offerings with students both by phone and in person.

Attends career development seminars and enrollment dates at local business and school sites.

Conducts new instructor orientation for new hires throughout the year.

Ensures instructors are informed of current procedures, products, regulations, etc., in their instructional areas.

Responsible for procurement & replacement of audio visual equipment used by the instructors; to include assuring that all facilities are left in an orderly manner after each class.

Maintains complete systematic record system related to classes conducted, students serviced, hours taught, and income/expenditures.

Responsible for the overall security of the facilities after 5:00 pm and any other times when classes are in session.

Coordinates activities with industry coordinator to avoid conflicts between ACE offerings and industry training programs.

Assists with activities related to Business & Industry Services.

Ensures that all reports are properly submitted to the Oklahoma Department of Career and Technology Education and other agencies.
Ensures that instructors are provided the needed equipment and funding to present quality training programs.

Prepares and maintains ACE budget.

Prepares and maintains inventory of small and major equipment purchased thru ACE budget.

Participates in team management process.

Maintains communication with community and business leaders.

Responsible for administering first aid and/or CPR as needed or appropriate.

**SUPERVISORY RESPONSIBILITIES**

Directly supervises ACE Secretary and short term adult instructors. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems per District policy.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Required: Bachelor degree in Education or equivalent; minimum three years experience teaching and/or supervising career and technology education programs; proven organizational skills; excellent communication/presentation skills; exemplary interpersonal skills.

Preference may be given for one or more of the following: Master’s degree in Education Administration or related field; five years career tech teaching and/or educational administration experience; Oklahoma Secondary Principal’s Certification; qualify for Oklahoma Technology Center Administrator’s Credential; proven successful educational administration experience.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions. The noise level in the work environment is usually moderate.