

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

COORDINATOR, COMMUNITY EDUCATION, TEACHER ON SPECIAL ASSIGNMENT

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Three (3) years experience in leadership positions at educational institutions or in community relations.
- (3) Progressively responsible work experience in a related area may be substituted on a year-for-year basis for educational requirement.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated ability to work well with people. Proficiency in verbal and written communication skills. Ability to initiate and follow through on programs and projects. Ability to organize, implement, and evaluate programs.

REPORTS TO:

Provost, Central Florida Community College

JOB GOAL

To implement Adult, Community, and Continuing Education Programs in Levy County.

SUPERVISES:

Teachers in ABE, GED preparation, ESOL, and Continuing Education Programs

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist in the development, supervision, coordination, expansion, and evaluation of a particular program or project and its personnel.
- * (2) Keep abreast of needs for courses in the District and make recommendations for development and implementation.
- * (3) Assist in the selection of personnel to teach courses, provide documentation as to their eligibility to teach and their pay status.
- * (4) Monitor classes or seminars to ascertain effectiveness of instruction.
- * (5) Coordinate activities at school centers with the school principal.
- * (6) Promote, publicize, and interpret existing and planned programs to school staff and community.
- (7) Work in cooperation with vocational program leadership to plan a comprehensive educational program.
- * (8) Establish and maintain accurate and complete records.
- (9) Assist in budget planning, monitoring and evaluation.
- * (10) Maintain constant liaison with community leaders and the professional personnel of the appropriate community business, industry, health- or family-service related organization or agency.
- (11) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (12) Ability to work in a constant state of alertness and safe manner.

COORDINATOR, COMMUNITY EDUCATION, TEACHER ON SPECIAL ASSIGNMENT (Continued)

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 7

Revised Board Approval 04/11/2017