Job Title: Adult Education Coordinator

Job Code: 11002

**JOB SUMMARY**

The Adult Education Coordinator administers adult education programs and instructional services for Georgia citizens in a designated Service Delivery Area (SDA) as determined by awarded grant application.

**MAJOR DUTIES**

- Plans and organizes the SDA work to meet the TCSG Office of Adult Education federal National Reporting System (NRS) goals and other specific directed activity;
- Prepares the program specifications and budget for the SDA. Reviews and approves requests for supplies and materials;
- Oversees the administration of assessment and student placement tests for Adult Education students.
- Represents the SDA at various internal and external meetings;
- Maintains or oversees the maintenance of student records;
- Hires and supervises subordinate employees;
- Promotes the Adult Education Program to public and private organizations throughout the (SDA);
- Financial management to include budget development and oversight responsibilities and contracts administration.

**COMPETENCIES**

- Knowledge of state and federal adult education information, policies, guidelines, and regulations
- Knowledge of creating and managing budgets
- Skills in researching, compiling, and preparing reports and related information
- Decision making and problem solving skills
- Data analysis skills
- Oral and written communication skills
- Skill in the operation of computers and job related software programs
- Leadership skills
- Strategic planning skills
- Grant management/writing/procurement skills
- Ability to build Partnerships/Collaboration

**MINIMUM QUALIFICATIONS**

Bachelor’s degree in education, business administration or a closely related field *and* Three (3) years of experience in an educational setting. Supervisory experience is required.

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.