

SUPERVISOR OF ADULT EDUCATION

DISTINGUISHING FEATURES OF THE CLASS: The Supervisor of Adult Education develops, administers and coordinates all aspect of the Adult Education program at BOCES. Work is performed under and general supervision with wide leeway in the use of independent judgment. Responsibilities include, but are not limited to, development of existing and new courses for the program, evaluating and tracking program participation, coordinating usage of on-site and remote facilities for the programs, oversight of adult program personnel, preparation and maintenance of the annual budget, and securing and monitoring grant funds. Supervision is exercised over professional and clerical support staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides overall leadership to meet the Career Service Programs mission, strategic directions and critical success indicators for Adult and out of school youth;

Represents BOCES and the Division of Career Services at federal, state and local meetings, conferences and seminars;

Tracks and evaluates program satisfaction; determines program outcome for purposes of continuations or cancellation;

Identifies location, cost, scheduling and other necessary details for successful coordination and operation of adult programs;

Gathers qualitative data reflective of program goals, analyzes data and monitors program implementation;

Prepares, reviews and analyzes periodic reports to evaluate programmatic goals and objectives;

Coordinates all student related services-adult and youth-and aligns program goals with divisional and organizational priorities;

Coordinates student disciplinary procedures according to SAVE;

Recommends staff assignments, transfers, promotions, and dismissals; coordinates the evaluation of each member of the staff on an annual basis;

Recommends approval of leaves of absence and other personnel issues;

Arranges in-service education for instructional staff;

Supervises and evaluates the activities of assigned staff;

Maintains required financial records of all adult education programs; monitors expenses and revenue related to projects;

Prepares and administers the annual budget for the program and all federal projects;

Researches and effectively writes for grant monies to seek revenue;

Approves purchases and monitors disbursements; approves travel requests and vehicle assignments;

Organizes and utilizes staff and resources to meet program goals;

Ensures program expenditures are aligned with grant stipulations, requirements, and revenue;

Maintains working relationships with component school district administrators, counselors, business and industry and community based organization representatives to publicize and market programs;

Provides formal presentations to external groups, as needed;

Identifies needs of business and industry, labor and community; arranges course and programs to fit these needs;

Participates in meetings and activities of the BOCES Leadership Team and additional organizational and divisional meetings as assigned;

Provides information for facility maintenance and modifications to Director of Career Service Programs;

Analyzes staff development needs as appropriate for staff and program needs;

Maintains records of professional development for staff to be submitted to Career Services Divisional Office;

Ensures implementation of technology enhancements through technology plan;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good understanding of administrative procedures in an educational environment;

Good knowledge of the fundamentals of educational programs;

Good knowledge of the grant writing process;

Good knowledge of local, state and federal funding sources, and how to seek revenue from such sources

Ability to maintain close working relationships with the community and state agencies, local colleges, businesses, labor organizations and other community groups to publicize and market programs;

Ability to plan, coordinate and evaluate a variety of occupational or skills training and remedial education programs;

Ability to analyze, evaluate, and interpret a wide range of information and data;

Ability to communicate effectively, both orally and in writing;

Ability to make formal presentations;

Ability to plan and supervise the work of others;
Ability to adopt an effective course of action based upon existing conditions;
Ability to use collaborative problem-solving to address issues and solve problems;
Sound professional judgment;
Resourcefulness; flexibility; tact; initiative;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree or higher and either:

1) four (4) years experience of an administrative support or staff nature which must have included budget preparation, program management and supervisory functions; OR

2) four (4) years experience as a supervisor in an adult education program, which shall have involved employment and program planning, personnel counseling or career counseling; OR

(b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and six (6) years of the specialized experience as outlined in (1) or (2) above; OR

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.