

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Coordinator, Adult Education	CLASSIFICATION:	Non-Represented Management, Certificated
SERIES:	Coordinator III	FLSA:	Exempt
JOB CLASS CODE:	6015	WORK YEAR:	12 Months
DEPARTMENT:	Adult Education	SALARY:	Range 13 Salary Schedule A
REPORTS TO:	Director III, Adult Education	HR APPROVAL: HR REVISION:	03-21-11

BASIC FUNCTION:

Plan, organize, coordinate, and supervise the development, implementation, enhancement, and improvement of services for adult education students. Meet with advisory groups and individuals. Plan, organize, implement, and coordinate adult education programs and activities related to attendance, instruction, and staff development; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Secure, monitor, and coordinate grants designed to improve adult education; provide fiscal oversight of multiple funding sources. **E**

Perform a variety of administrative duties to assist the assigned supervisor in managing course development, scheduling, curriculum development, and both school and off-site operations. **E**

Plan and conduct appropriate meetings involving adult education teachers. **E**

Enforce applicable state and district codes, policies, and laws.00410.002app15)3.9(ni5.9049004.00470043.007t)1.9(di)49(e)56pr

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

