

<b>Position:</b>	Learning Director, Adult Education	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	Adult Education	<b>Salary Grade:</b>	Contracted
<b>Reports to/Evaluated by:</b>	Director Adult Education	<b>Salary Schedule:</b>	Admin. Management

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**SUMMARY**

To use leadership, supervisory, and administrative skills in assisting the Director to achieve and maintain standards of excellence in the instruction within the assigned curriculum areas so that each student may derive maximum benefits from the learning experience.

**DISTINGUISHING CAREER FEATURES****SUPERVISES**

- Instructional staff, including paraprofessionals;
- Other professional staff as assigned;
- Clerical staff assigned to the cluster;
- Such other personnel as the Director may designate.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assumes responsibility for the school in the absence of the Director and Assistant Director.
- Makes recommendations to the Director relative to hiring of instructors.
- Assists the Director in evaluating instructors in the areas assigned and makes recommendations relative to reemployment.
- Evaluates paraprofessionals and clerical staff assigned and makes recommendations relative to reemployment.
- Directs and supervises the development of curriculum, and course outlines interpreting same to the students and community.
- Develops performance objectives relative to the expected standards of the students academic achievement.
- Develops evaluation criteria for measuring student performance.
- Assumes responsibility for the discipline and attendance of students or other problems which may arise in their cluster.

- Directs the guidance and counseling program for their cluster.
- Makes recommendations to the Director relative to scheduling of the classes in their cluster.
- Approves orders and insures that the instructional staff of their cluster receives instructional materials needed to carry out an effective educational program.
- Obtains and approves all substitutes for classes in their cluster when the regular teacher must be absent.
- Maintains student records and files for students taking classes for certificates or diplomas in their cluster.
- Supervises arrangements for graduation and/or completion ceremonies for programs in their cluster.
- Establishes and directs scholarship activities, grants, loans, and other ways of financing education for students in their cluster.
- Represents the school at meetings related to programs in their cluster as requested by the Director.
- Monitors class enrollment and attendance to be sure it is sufficient to insure efficient use of funds.
- Works with the Assistant Director in developing and implementing projects for funding which will add new programs or enhance or improve existing programs.
- Supervises the operation of the Bookstore.
- Performs other duties as may be assigned.