

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
Job Description

Job Title: Adult Education and Transition to Work Supervisor **Department:** Instruction & Curriculum
Date: May 2020 **Reports To:** Director of High Schools
Grade: 500 **Calendar:** 12 Month

Purpose of Job

To facilitate a program that expands the opportunity for CMCSS students to transition directly into the workforce and for adults in the local program area to participate in educational services when needed.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Administer interdependent adult education program activities according to federal, state, and local regulations
- Supervise and evaluate adult education program staff hired by CMCSS
- Implement the goals and objectives as set forth in the Tennessee State Plan for Adult Education and Family Literacy
- Implement a recruitment plan that informs the target population of program services and attracts prospective adult learners
- Implement an intake and orientation process that clarifies students and program goals and expectations and ensures appropriate placement in the program
- Manage acceptance and registration of 17 year old applicants into the adult education program
- Provide technical assistance to all adult education staff
- Request supplies and materials necessary for instruction of students for AE instructional personnel
- Follow the state's initial and ongoing assessment procedures for adult education students
- Maintain a file containing items required by state guidelines for every adult education student
- Implement a program that supports students' progression through the levels of adult education
- Schedule classes at locations and times that are accessible to the needs of adults
- Participate actively in the local literacy council/advisory board
- Coordinate graduation activities for adult education graduates

- Participate in local and state activities designed to improve adult education, and comprehend the demographic character of the service area
- Coordinate building access and maintenance
- Collaborate with CTE department and local workforce leaders to identify and support apprenticeship opportunities for students in both traditional high schools and the AE program
- Participate in networking and professional development opportunities that could lead to work-based learning, pre-apprenticeship, and apprenticeship placements for students
- Work with local post-secondary institutions and high school work-based learning teachers to create and coordinate industry-ready training opportunities and hiring events within and outside of the school day
- Complete any additional duties assigned by Supervisor

Additional Job Functions

Performs other duties as required by the Clarksville Montgomery County School System.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree. It is highly recommended that supervisors have a professional teacher's certificate and a minimum of three years' experience in adult education.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System as they pertain to the performance of duties relating to the job of Adult Education and Transition to Work Supervisor. Has general knowledge of Adult Education and Transition to Work Supervisor practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, human relations and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**PHYSICAL REQUIREMENTS:**

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION:

Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

LANGUAGE ABILITY:

Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE:

Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

VERBAL APTITUDE:

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE:

Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE:

Requires the ability to inspect items for proper length, width and shape visually.

MOTOR COORDINATION:

Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

MANUAL DEXTERITY:

Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

COLOR DISCRIMINATION:

Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT:

Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

PHYSICAL COMMUNICATION:

Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date