

TITLE: Coordinator of Continuing Education

REPORTS TO: Superintendent of Schools

1. Basic Function: The Coordinator of Continuing Education acts as the director for the District's Continuing Education Program.
2. Scope of Activity: The responsibilities listed in this job description cannot be considered to be all inclusive; they are guidelines to help identify the major elements of the position. Specific assignments will be reviewed as needed by the Superintendent of Schools. Changes will be made as needed.
3. Responsibilities:
 - a. Plan the courses and events to be offered in the Continuing Education Program.
 - b. Recruit, interview, hire, and evaluate instructors for the program.
 - c. Plan, coordinate, and direct the financial oversight of the program.
 - d. Plan, create, and implement all advertising for the program.
 - e. Oversee the instructional programs and course offerings.
 - f. Responsible for the collection and deposit of all Continuing Education revenues.
 - g. Responsible for processing for payment all expenses incurred in the program.
 - h. Review and approve Continuing Education payroll submissions.
 - i. Supervise the filing and security of the business records of the program.
 - j. Act as immediate supervisor of Continuing Education clerical staff.
 - k. Prepare periodic financial reports for the Board of Education.
 - l. Act as escort on all trips offered by the Continuing Education program.
 - m. Facilitate, in conjunction with the District's Athletic Director, the use of all gyms used by Continuing Education instructors for instructional classes.
 - n. Responsible for handling all inquiries and problems related to the program.

Approved: February 9, 2010