

Job Title: ADULT EDUCATION COORDINATOR

Job Description: Adult Education Coordinator – Faribault Education Center. Oversees the staff and operations of adult education, adult enrichment and adults with disabilities, and related work as apparent or assigned. This position is 245 days per year and commences with the 2017-2018 school year immediately upon hire. Annual salary: \$81,500.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- This position will be responsible for implementing and administering board policies and local, state or federal laws to provide programming that meets the needs for adult basic education and adults with disabilities.
- Develops and implements adult basic education, including English Language, adults with disabilities and adult enrichment programming in accordance with community needs.
- Provides leadership for educational, recreational and social programming to adults with disabilities and adult enrichment for community members.
- Develops and monitors budget and programming. Seeks additional funding through grants, fundraising, raising public awareness and collaboration opportunities.
- Provides leadership, direction, mentoring and development to adult education, adults with disabilities and adult enrichment staff.
- Acts as a liaison, advocate and leader for programming working in collaboration with other similar agencies.

Qualifications: Bachelor's degree with coursework in education or related field, e.g., human services, and considerable experience working as part of an education and/or workforce development team, advocating for adult education and/or adults with disabilities, or equivalent combination of education and experience. Master's degree (or currently enrolled in a Master's program), MN teaching license and MN Director of Community Education license preferred, but not required. Demonstrated program development and supervisory experience required.

Application Procedure: Apply online at: www.faribault.k12.mn.us

Application Deadline: Open until filled