



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified 2/27/2024

Supervisor, Adult Education

Pay Scale: B

Level: 21

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administrative Building:

Department Overview

The Department of Instruction is charged with the development and implementation of high-quality education to improve student learning. DOI provides leadership, support, direction, and resources in the areas of curriculum, instruction, and assessment to create a climate of success for all learners. The Department includes the following teams: Elementary, Middle, High School Offices, Instructional Programs, Teaching & Learning, and School Administration.

Job Overview

The Adult Education Supervisor organizes, coordinates, and administers the adult education program. The Supervisor implements and supervises the annual program plan; coordinates the activities of the instructional staff; accounts for all monies and working with other departments within the school district. The Supervisor develops and maintains a system of community relations; administers the adult education program according to local, State, and Federal regulations.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Identifies, plans, implements, and evaluates courses to fit the expressed needs of adults in the community; secures competent instructors; supervises, evaluates, and counsels all staff members; initiates all requisitions for instructional materials and textbooks
- Prepares or supervises the preparation of accurate reports and records, i.e., attendance, monthly payroll information, collections and receipts of monies for tuition, textbooks sales, and room rentals. Prepares and submits the annual program budget
- Responsible for the safety and administration of facilities during adult education program
- Conducts the needs assessment and prepares the annual and long-range plan for adult education, and assists with the vocational education two-year and annual plan; prepares program plans and reimbursement requests of the adult education program for the State Department of Education
- Oversees the preparation of catalogs for the program and supervises the publicizing of the program
- Coordinates the high school equivalency requirements (GED Program) in conformance with State laws; plans with citizens advisory groups the design, development, implementation, and documentation of the community services program
- Represents Loudoun County Public Schools on the regional literacy coordinating committee and the various community agencies delivering services to the adult community
- Coordinates special courses for day school students in the evening as requested by the Assistant Superintendent for Pupil Services

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree from an accredited University or College

Experience

Experience as a Teacher, Assistant Principal, Principal, or equivalent administrative experience; Preferred experience leading a STEM school

Licenses and Certifications

Virginia Postgraduate Professional License

Knowledge, Skills and Abilities

- Five (5) years of experience in public school work, and experience in adult education either as a teacher or administrator
- Personnel and professional qualities necessary for working effectively with school personnel, adults, and community organizations

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.