

**PROFESSIONAL STAFF POSITIONS  
(Adult Education Director)**

Appointment

1. The adult education director's position will be assigned with an administrative or staff position. The position may be filled by an individual outside the school system.
2. The annual period of service shall be concurrent with the number of days as specified, dependent on the director's primary administrative responsibility, and may include additional time prior to the start and after the end of the school year. Contract terms for a person from outside the school system shall be determined by the superintendent.
3. The director's immediate supervisor is the building principal or another administrator assigned by the superintendent.

Duties:

1. He/she shall be responsible to the superintendent for the administration, supervision, and general progress of the adult education programming.
2. He/she shall consult with his/her immediate supervisor before making a decision or adopting a course of action for which there is no policy or precedent.
3. He/she shall in cooperation with his/her staff prepare and submit to the superintendent's office requisitions for supplies and equipment for all departments according to prescribed procedures and time schedules.
4. He/she shall, in cooperation with the business manager, be responsible for maintaining a budget, recording check numbers, dates of payment, and submitted reimbursement requests to the appropriate state agency.
5. He/she shall be responsible to the business manager and the State Division of Adult Education for the inventories of equipment, supplies, and curriculum.
6. He/she shall in cooperation with his staff establish and maintain effective program advisory committees, representing local labor, business, and industry.
7. He/she shall be responsible for developing the adult education program and shall keep whatever records may be necessary for local and state budget reporting.