

ADULT & COMMUNITY EDUCATION (ACE) ANALYST

Definition

Performs the full range of professional duties required to develop, monitor, and interpret programs, curriculum, instruction and materials for an Adult and Community Education (ACE) instruction or program specialty; may manage a large-scale, long-term project; and performs related duties as required or assigned.

Typical Tasks (illustrative only)

Performs a wide range of duties associated with the operation of one or more ACE programs, including the following:

Career Assessment and Registration Services Manager:

Develops, monitors, and implements programs and materials for adult education career assessment and registration; supervises the program and service areas of career assessment and student planning services, public information for students, and registration services; and may supervise a resource center for a special constituency or population.

Community Education Specialist/Career/Life:

Develops, monitors, and interprets programs, curriculum, and materials for adult education instruction or enrichment. The program areas currently include, but are not limited to: computer training and technology, business education, health and medical, trades and industry, art education, foreign and sign language, professional services and licensing preparation, and general life enrichment courses.

Adult Literacy/Independent Study Specialist:

Manages the credit by objective, independent study, or similar individualized non-classroom high school study programs; assists the coordinator (principal) of Woodson adult high school with determining and evaluating goals and objectives for the programs; assists with setting programs' priorities and needs; develops curriculum and materials for the programs; assesses student needs and develops individualized, independent study to address the identified needs; maintains databases, records, and statistics; plans and implements staff development activities for staff working with adult secondary students; and recruits, interviews, and hires advisors for the credit by objective program.

Operations Specialist:

Analyzes complex operations and logistics issues for ACE programs, including facility arrangement, risk management, equipment storage, and staff office moves; analyzes facility requirements including security, safety, and American with Disability Act requirements; coordinates ACE facility scheduling needs with schools, community centers, and other locations; oversees the ACE building coordinator program and processes; oversees the ACE textbook operation including procurement, storage (warehousing), and distribution; coordinates facilities for use by summer school programs; utilizes federal, state, county, and school system regulations related to program requirements to meet student and program needs; develops and implements ongoing monitoring, assessment, and modification of ACE logistics and operations processes; and participates in the ACE budget process, especially regarding facility, building coordinators, and capital equipment needs.

Supervision Received/Given

Receives general supervision from a coordinator, assistant director or director. May supervise lower-graded employees, as assigned. May provide guidance and assistance to full-, part-time, and/or hourly employees, as required.

Education/Experience/Skills

Any combination of education and experience equivalent to a bachelor's degree in business, public, or educational administration, or related fields, including or supplemented by coursework in principles, concepts, and methodologies relevant to adult education, plus five years of progressively more responsible experience in adult education or related field. A master's degree with endorsements in adult education and school administration or supervision may be substituted for one year of required experience. Knowledge of the theory, goals, procedures, practices, and materials related to adult education; knowledge of the principles and methods of one of the fields of adult education relevant to assignment; skill in program and student assessment; knowledge of educational institution organization, mission, rules, and regulations applicable to field of specialization; ability to organize and manage assigned program; ability to coordinate and direct subordinates; work cooperatively as part of a team; ability to design and explain long-term projects, concepts, and issues; ability to collaborate with school administrators, staff members, students, and community groups; ability to establish and maintain effective working relationships with other departments, school administrators and support staff; ability to utilize appropriate computer technology as required; and ability to communicate effectively, both orally and in writing.



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