

ADULT & COMMUNITY EDUCATION (ACE) INSTRUCTIONAL PROGRAM SPECIALIST II

Definition

Performs the full range of professional duties required to manage, develop, implement and evaluate a variety of programs designed to meet the needs of a targeted adult or preK-12 population; and performs related duties as required or assigned.

Typical Tasks (illustrative only)

Manages all aspects of a variety of discipline-specific adult or preK-12 instructional programs. Analyzes complex curriculum, marketing, and operational issues. Collaborates and coordinates with the civic, business, governmental, trade, school, and/or nonprofit communities to create and promote programs; collaborates and coordinates with Fairfax County Public Schools (FCPS) departments and schools to develop and manage programs; monitors programs to ensure compliance with FCPS policies and regulations and county, state, and federal legislation; researches and implements adult education best practices; manages in-services and conferences; may perform any or all duties of an Adult and Community Education (ACE) instructional program specialist I, if required; may assist office senior management with determining and evaluating goals and objectives for ACE programs; and may act as the team lead for office or section projects.

Supervision Received/Given

Receives supervision from a coordinator or assistant 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, education, or discipline for which responsible, including or supplemented by coursework in principles, concepts, and methodologies relevant to adult education plus five years of progressively more responsible experience in adult, preK-12, or vocational education or program management. Teaching experience preferred. 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, methods, practices, and materials related to adult or preK-12 education; skill in program and student assessment; ability to structure programs related to organizational or community needs knowledge of educational institution organization, mission, rules, and regulations applicable to field of specialization; ability to organize and manage assigned program; ability to manage program-related finances; organizational skills ability to coordinate and direct subordinates; ability to 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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