

ADULT & COMMUNITY EDUCATION (ACE) INSTRUCTIONAL PROGRAM SPECIALIST I

Definition

Performs a variety of professional duties required to develop, implement, and evaluate 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)

Assumes responsibility for a discipline-specific adult or a preK-12 instructional program. Conducts research with the adult or preK-12 community to determine need for specific programs; develops and/or refines programs to address the need; creates and updates the master schedule, integrating courses for which responsible with all other Office of Adult and Community Education related courses; creates course descriptions and course information for community-wide dissemination; markets programs; seeks, interviews, and works with the Department of Human Resources to hire instructors; monitors and evaluates the instructors; monitors course registration, developing waiting lists or overseeing cancellation and rescheduling of classes; creates or oversees development, use, and/or purchase of curricula and course materials; develops and assesses course evaluations; assumes budgetary responsibility for all fiscal matters related to courses for which responsible; interfaces with state departments and agencies, as required; and conducts discipline-specific in-services and conferences.

Supervision Received/Given

Receives supervision from a higher-level specialist, 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 education or discipline for which responsible, plus two years of progressively more responsible experience in adult, preK-12, or vocational education or program management. Teaching experience preferred. Can demonstrate knowledge of the theory, methods, procedures, and practices related to adult or preK-12 education; organizational skills; ability to structure programs related to organizational or community needs; ability to use technology to support program management; ability to manage program-related finances; ability to communicate effectively, both orally and in writing; and ability to develop and maintain successful cooperative relationships.

