



POSITION ANNOUNCEMENT

Adult Education Coordinator

CAMPUS: Campus Wide

STATUS: Full Time (Exempt)

DUTIES: The Adult Education Coordinator is responsible for improving the quality of education in the classroom by developing curriculums, training teachers, and implementing adult education programs at OFTC. Plans & organizes the Service Delivery Area work to meet the TCSG Office of Adult Education federal National Reporting System (NRS) goals & other specific directed activity. Oversees the administration of assessment & student placement tests for Adult Education students. Represents the SDA at various internal & external meetings. Maintains or oversees the maintenance of student records. Promotes the Adult Education Program to public & private organizations throughout the SDA. Assists students in exploring careers, evaluating academic abilities & setting goals. Provides resources to students such as information packets, transition guides, & recruitment materials. Other duties as necessary. The Adult Education Coordinator reports directly to the Dean of Adult Education.

MINIMUM QUALIFICATIONS: Bachelor's degree in education, business administration or a closely related field *and* three (3) years of experience in an educational setting. Supervisory experience is required. Preferred Qualifications: Three (3) years of teaching experience in the classroom. Educational Leadership degree. Three (3) years of experience in an educational leadership position supervising teachers.

COMPETENCIES: Knowledge of state and federal adult education information, policies, guidelines, and regulations. Knowledge of creating and managing budgets. Skills in researching, compiling, and preparing reports and related information. Decision making and problem solving skills. Data analysis skills. Oral and written communication skills. Skill in the operation of computers and job related software programs. Leadership skills. Strategic planning skills. Grant management/writing/procurement skills. Ability to build Partnerships/Collaboration. Knowledge of community needs within OFTC's service delivery area.

SALARY/BENEFITS: \$52,000 Salary is commensurate with education and experience. Benefits include state holidays, annual, personal, and sick leave, State of Georgia Flexible Benefits and State Health Benefit Plan.

****Employment is contingent based upon successful completion of appropriate background checks.**

APPLICATION INSTRUCTIONS:

The position is available until filled. Applicants must complete the job application process through the Oconee Fall Line Technical College Online Job Center at www.OFTC.edu located under Employment Opportunities. As a part of the application process, interested candidates will also be required to upload certain other documents such as a resume, unofficial transcripts, and proof of license as stated on the job ad. Incomplete submissions will not be considered. Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.

Equal Opportunity Institution –

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Oconee Fall Line Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

EEOC Coordinator – Rosemary Selby, 478.553.2055

Title IX Coordinator – Jennifer Todd, 478/553-2098

ADA/Section 504 Coordinator – Saketta Brown, 478.274.7643