

# **Caldwell-West Caldwell Public Schools**

## **Job Description**

### **Supervisor of Continuing Education Adult School**

Provides and implements the design, coordination and promotion of the Adult School Program

**Qualifications:** Masters' Degree  
Administrator Certification (Principal or Supervisor)  
Experience supervising instructional staff preferred

**Reports to: Superintendent**

#### **Responsibilities:**

- Coordinates and supervises all areas of the instructional program; including interpretation of data, improvement of instruction and the development of new courses and programs, and assessment of programs and instruction.
- Active recruitment of new instructional staff
- Create the Fall and Spring booklet and promotion of program and courses
- Create a master file for auditor's annual review
- Print class rosters from master file for nightly attendance
- Prepare payroll for between 40 – 50 instructional staff
- Update Continuing Education web site with status of course availability
- Evaluation of courses and instructors to ensure there is current community interest in courses
- Makes decisions on individual course enrollments to offer or cancel courses
- Supervises and evaluates secretary and assigns duties and responsibilities
- Create certificates for completed license courses
- Provide on-site supervision of the Adult School Program during hours of operation
- Perform other assigned tasks for the smooth operation of the Adult School Program as established by the Superintendent of Schools

Board Approved: May 9, 2022