

Caldwell – West Caldwell Public Schools

Job Description

Title: **Director of Continuing Education**

QUALIFICATIONS:

1. College Degree
2. Experience with Adult School Programs (preferred)

REPORTS TO: Superintendent of Schools

RESPONSIBILITIES:

1. Directly responsible to the Superintendent of Schools for the scope of the Adult Education Program.
2. Develop and plan an educational program for adults in terms of a realistic assessment of needs and available resources in the community.
3. Search, interview, and secure services of program instructors and staff.
4. Develop procedures for selection, evaluation, storage, and inventory control of supplies, instructional materials, and equipment.
5. Provide on-site supervision of the Adult School Program during hours of operation.
6. Coordinate development and distribution of program's catalog of courses.
7. Perform other assigned tasks for the smooth operation of the Adult School Program as established by the Superintendent of Schools.