

POSITION: Director of Adult, Alternative, and Community Education

LOCATION: Bangor High School

QUALIFICATIONS: 1. Maine Certification as an Adult & Community Education Director.
2. Master's Degree in or related to Educational Leadership. *
3. Successful experience as a teacher.

*If certified under an alternative pathway, must complete Master's within five years.

PHYSICAL

QUALIFICATIONS: 1. Visual acuity to include color, depth perception & field of vision with/without correction.
2. Sufficient auditory function to hear phones, pager, instrument and/or system alarms.
3. Ability to communicate verbally with others - including phone equipment.
4. Manual dexterity in the operation of a computer.
5. Ability to sit or stand for prolonged periods of time.
6. Ability to complete repetitive motions—including bending, stooping, reaching, & walking.
7. Moderate lifting – up to 50 pounds occasionally, with regular lifting of 10-20 pounds.
8. Local and minimal long distance travel required.

REPORTS TO: Superintendent of Schools

WORK YEAR: 52 weeks

COMPENSATION: As specified in the Labor Agreement for Administrators

JOB GOAL: To extend the benefits of the district's educational program to as wide a section of the community as is interested and as can benefit from continued exposure to academic and vocational courses.

PERFORMANCE RESPONSIBILITIES:

1. Recruits, selects, assigns, and evaluates the Adult and Alternative Education staff.
2. Develops the Adult and Alternative Education Curriculums.
3. Maintains a continuing program of public information, including interpretation of the Adult and Alternative Education Programs to school administrators and to the public.
4. Establishes a positive working relationship with the area middle and high schools to provide needed services for day students.
5. Advises teachers, supervisors, and students in the Adult and Alternative Education Programs.
6. Plans and participates in Adult and Alternative Education open houses and Adult School graduation exercises.
7. Provides in-service training for Adult and Alternative Education teachers.
8. Prepares the adult school calendar.
9. Submits reports essential to improvement and evaluation of the programs.
10. Prepares annual Adult and Alternative Education budgets for local, state, and federal funds.
11. Establishes criteria for student admission into the alternative education programs and administers the



admission procedures.

12. Arranges for and manages the locations of the Adult and Alternative Education Programs.
13. Selects, evaluates, and develops instructional materials for the Adult and Alternative Education Programs.
14. Maintains staff personnel records.
15. Performs such other duties, consistent with this position, as assigned by the Superintendent of Schools.

ADOPTED: April 28, 1986

REVISED: October 24, 2017

REVIEWED: October 11, 2018

