

Tri-County Area School District  
Plainfield WI 54966

Job Description

JD CC 307  
Updated: September 2009

**Position Title:**                    **Life-Long Learning Coordinator**  
  **(formerly Adult Education)**

**Qualifications:**

1. Ability to correspond and articulate clearly and effectively.
2. Ability to coordinate adult classes with community interest, resources, facilities and able instructors.
3. Ability to read and write effective correspondence with technical college personnel, college personnel and other professional and semi-professional people.
4. Ability to have a flexible time schedule in order to contact instructors, speak to potential and interested enrollees, advertise programs and work with facility providers.
5. Ability to generate reports that document program success ratios, student enrollments, cost factors, evaluations of programs and budget projections, etc.
6. High school graduate diploma or equivalent required, with personal skills to be able to work with diverse populations of the community.
7. Ability to drive a motor vehicle.
8. Ability to work well with others in a team environment.
9. Ability to accept direction from supervisors.
10. Ability to follow work rules and procedures.
11. Ability to accept constructive criticism.
12. Ability to lead and manage others effectively.

**Immediate Supervisor:**                    District Administrator

**Position Function:**

To extend the benefits of the district's educational program and community interest to as wide a section of the community as is interested and as can benefit from continued exposure to academic, technical or avocation courses or projects.

**Specific Responsibilities:**

1. Determine and/or identify community interests and/or needs in terms of academic, technical or avocation offerings.
2. Contact and enlist instructors to teach and/or train enrollees.

3. Locate appropriate facilities for classes or other offerings.
4. Provide the appropriate public notices through different media to keep the public informed of classes or offerings.
5. Conform with state laws or other regulatory agency requirements as pertains to educational requirements (i.e. certified instructors as needed, credits awarded appropriately as needed, equal access and equity).
6. Supervise all offerings and file appropriate evaluation reports on all offerings.
7. Maintain offerings and classes as evidenced by sustained enrollments, interest, and relevancy.
8. Prepare and supervise informational meetings, materials, catalogs announcing educational programs and offerings.
9. Wherever tuition classes are involved through technical college and/or universities, determine the tuition, collect tuition as required, deposit such collections with the district bookkeeper, and maintain an accurate system of records for all funds handled.
10. Initiate a yearly budget for the Life-Long Learning Program.
11. Participate in workshops designed to improve the Life-Long Learning Program.
12. Maintain statistical records and report minimally once yearly to the Board of Education on the Life-Long Learning Program.
13. Speaking to enrollees and instructors at various times and different lengths of times.
14. Articles in newspapers and/or newsletter.

**Job Setting:**

1. Mostly completed through one's own home with a telephone, occasional meetings with instructors.
2. Mostly daytime -- occasional evenings to evaluate programs, greet enrollees, promote new and expanding programs, check on facility usage, and collect tuition payments as needed.

NOTE: fees charged by instructors for avocation type offerings are the responsibility of the instructor to collect.

3. Requires driving to and from various sites where programs are being offered.

**Term of Employment:** Salary and work year to be established by the Board.

**Evaluation:**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the District Administrator.