

Position: Davis Adult School Coordinator

Salary Range: 23

Summary

This position will work under the supervision of the Davis Adult and Community Education principal and will perform a variety of clerical and other duties.

Distinguishing Characteristics

The Davis Adult School Coordinator will work in a variety of ways to support the Davis Adult School program including, but not limited to clerical support, schedule coordination, providing training and interfacing with the public.

Essential Duties and Responsibilities

- The Davis Adult School Coordinator will provide support and guidance to students by:
 - Facilitating student advisory sessions and assisting with course planning
 - Assisting instructors in the concurrent and adult high school diploma programs
 - Scheduling and training tutors in the concurrent and adult high school diploma classes
 - Supporting the implementation of both face to face and online curriculum components
- The Davis Adult School Coordinator will support and promote positive public relations and client service by:
 - Addressing client concerns and questions in person, by phone, and by email
 - Producing documents which provide information about programs, schedule changes, and facilities
 - Assisting the principal with facilities assignment and coordination
 - Coordinating with staff to build quarterly schedules and the creation of both paper and online catalogs
- The Davis Adult School Coordinator will conduct data collection and research by:
 - Collecting and organizing data on student enrollment, attendance, and achievement
 - Researching “best practices” for adult learners and make recommendations for refinement
 - Assisting the principal in preparing reports and other documents for district and school initiatives and for consortium deliverables
- Participate in school-based meetings with staff, students, and the community
- Take notes at meetings and assist the principal in preparing agendas
- Other duties as assigned

Qualifications

- **Knowledge and Abilities**

Requires the ability to perform all of the duties of the position with only general supervision and support; must be able to perform many of the duties, including problem solving, independently. Requires the ability to conduct research regarding practices relative to adult education and especially the community college system. Must be able to demonstrate effective oral and written communication skills. Must be proficiency in use

of electronic communication and computer applications. Requires the ability to deal courteously with patrons including students, teachers, parents and members of the public. Must be able to perform routine clerical and record keeping duties. Must be able to adapt and learn new procedures and programs as implemented by the District. Must be familiar with Health and Safety regulations. Requires the ability to communicate with peers and other District staff or public in a manner reflecting positively on the department and District.

▪ **Physical Abilities**

Requires sufficient visual acuity to recognize letters and numbers; hand-arm-eye coordination to use a personal computer keyboard; ambulatory ability to walk, move carts, and regularly reach to shelves for placement of lightweight objects (less than 10 pounds); ability to occasionally lift heavy objects (over 40 pounds); hearing and speech ability to carry on conversations in person and over the phone.

▪ **Education and Experience**

Two years post-secondary education. Familiarity with adult education and school governance preferred.

▪ **Licenses and Certificates**

Depending upon assignment, a valid California driver's license and/or first aid training may be required.