CONTINUING EDUCATION ASSISTANT

Code No. 3-18-229
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position responsible for supervising and assisting with coordinating continuing education programs, college courses and other activities held at various facilities assigned by a suburban school district. Considerable public contact work will be expected of the incumbent. The employee reports directly to, and works under general supervision of, a higher-level staff member. General supervision may be exercised over a clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Schedules approved courses offered through the continuing education program at various facilities assigned by a suburban school district;

Meets with prospective instructors to assist with course development, goals and objectives;

Meets with representatives from area colleges to arrange for materials or services necessary to offer courses through the continuing education program;

Confirms availability of course instructor and facility;

Supervises the design, layout, printing and mailing of periodic promotional materials;

Supervises and assists with coordinating promotional exhibits held at public facilities;

Organizes and supervises periodic in-person and mail registration for continuing education;

Compiles and reviews student attendance records and makes recommendations to the Director or Assistant Director concerning course success and continuance;

Makes recommendations to the Director or Assistant Director for inclusion of course offerings based on current public educational interest trends;

Assists with coordinating and supervising before and/or after-school child care services, including care for non-school days.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of school organization and administration as it relates to continuing education programs; good knowledge of current trends of public educational interest; good knowledge of instructional media and lesson planning related to course development; ability to supervise others in the performance of their duties; ability to assist with coordinating and supervising care programs; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships; good organizational ability; initiative and resourcefulness; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

(A) Graduation with a Bachelor's or Associate's degree in Education, Recreation, Journalism, Communications, Public or Business Administration, or a closely related field; OR,

(B) Graduation with a Bachelor's degree or successful completion of at least one-hundred twenty (120) college semester credit hours, plus one (1) year paid full-time or its part-time equivalent experience in administering, coordinating, or promoting educational, recreational, human services,

or human resources development programs, activities, or projects; OR,

(C) Graduation with an Associate's degree or successful completion of at least sixty (60) college semester credit hours, plus three (3) years paid full-time or its part-time equivalent experience as described in (A) above; OR,

(D) Five (5) years paid full-time or its part-time equivalent experience as described in (A) above; OR,

(E) An equivalent combination of education and experience as defined by the limits of (A), (B), (C), and (D) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission
ADOPTED: August 9, 1984
REVISED: June 22, 1989
REVISED AND TITLE CHANGE: October 15, 1992
FORMERLY: Continuing Education Coordinator
REVISED: July 2, 2026