

CONTINUING EDUCATION ASSISTANT

CODE NO: 3-18-229

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position responsible for supervising and 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 coordinates promotional exhibits held at shopping malls or other 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.

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 as they relate to course development; ability to supervise others in the performance of their duties; ability to express oneself clearly 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 from a regionally accredited or New York State registered college or university

with a Bachelor's degree (or possession of 120 credit hours) plus one (1) year of paid full-time or its part time equivalent experience in coordinating or promoting educational, recreational, human services or human resources development activities and/or projects; OR,

- B) Graduation from a regionally accredited or New York registered college or university with an Associate's degree (or possession of 60 credit hours) plus three (3) years of experience as defined in A) above; OR,
- C) Any equivalent combination of training and experience as defined by the limits of A) and B) above.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: August 9, 1984
REVISED: June 22, 1989
REVISED: October 15, 1992

TITLE CHANGED:
FORMERLY: Continuing Education Coordinator