# CONTINUING EDUCATION COORDINATOR

Code No. 5-03-018
COMPETITIVE

**DISTINGUISHING FEATURES:** This is a professional position responsible for coordinating and developing continuing education programs to promote adult education in a school district. The employee reports directly to, and works under general supervision of an administrative level staff member. General supervision is exercised over a lower level professional and 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.)

Supervises and coordinates a continuing education program including driver education and aquatic programs, college courses and other activities;

Supervises the design, layout, and printing of continuing education publications and newsletters;

Assists in planning, budgeting, promoting and staffing programs;

Coordinates registration displays and the registration process;

Assists the community and industry in promoting programs;

Coordinates and supervises 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 public and information media; good knowledge of newswriting techniques; good knowledge of school organization and administration; good knowledge of the goals and objectives of continuing education programs; ability to coordinate and supervise care programs; ability to design and print related publications; ability to communicate effectively both orally and in writing; ability to gauge the interest of the public; public speaking ability; supervisory ability; ability to establish and maintain effective working relationships; ability to assist with budget development and monitoring; good judgment; physical condition commensurate with the demands of the position.

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

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

(B) Graduation with a Bachelor's degree in one of the fields mentioned in (A) above, 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 in one of the fields mentioned in (A) above, plus three (3) years paid full-time or its part-time equivalent experience as described in (B) above; OR,

(D) Graduation with a Bachelor's degree or successful completion of at least one-hundred twenty (120) college semester credit hours, plus three (3) years paid full-time or its part-time equivalent experience as described in (B) above; OR,

(E) Graduation with an Associate's degree or successful completion of at least sixty (60) college semester credit hours, plus five (5) years paid full-time or its part-time equivalent experience as

described in (B) above; OR,

(F) Seven (7) years paid full-time or its part-time equivalent experience as described in (A) above; OR,

(G) An equivalent combination of education and experience as defined by the limits of (A), (B), (C), (D), (E), and (F) 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
**REVISED:** June 10, 1976
**REVISED:** December 12, 1991
**REVISED AND TITLE CHANGED**: October 15, 1992
**FORMERLY:** Continuing Education Assistant
**REVISED:** September 9, 1999
**REVISED:** June 15, 2017
**REVISED:** July 2, 2026