

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.

WHEN EMPLOYED AT RUSH-HENRIETTA or GREECE CENTRAL SCHOOL DISTRICT:

Coordinates and supervises before/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 design and print related publications; ability to communicate effectively 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 from a New York State recognized or regionally accredited college or university with a Master's degree in Education, Recreation, Journalism, Communications, Public or Business Administration or a closely related field; OR,
- (B) Graduation from a New York State recognized or regionally accredited college or university with a Bachelor's degree in Education, Recreation, Journalism, Communications, Public or Business Administration or a closely related field plus one (1) year paid full-time or its part-time equivalent experience in administering or promoting educational programs; OR,
- (C) Graduation from a New York State recognized or regionally accredited college or university with a Bachelor's degree plus three (3) years paid full-time or its part-time equivalent experience as defined in (B) above; OR,

- (D) Graduation from a New York State recognized or regionally accredited college or university with an Associate's degree five (5) years paid full-time or its part-time equivalent experience as defined in (B) above; OR,
- (E) An equivalent combination of education and experience as defined by the limits of (A), (B), (C) and (D) above.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have 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.

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