



## Western Maricopa Education Center | District #402

### Job Description

**Job Title:** Adult ED Coordinator

**Supervisor:** Administrator for Professional Development and Adult Education

**Terms of Employment:** 18 hours per week, Monday – Thursday, 5:30pm – 10:00pm

**Salary Range:** \$32 - \$34/hour

**Location:** West-MEC Southwest Campus  
500 N. Verrado Way  
Buckeye, AZ 85396

#### Essential Duties and Responsibilities:

- Serves as the adult education leader and supervises all post-secondary education programs as assigned
- Conducts observations of instructional programs and provides feedback to staff in a timely fashion
- Implements applicable components of the CTE delivery model
- Promotes student learning through tracking and analyzing achievement, placement and certification/licensure data
- Reviews lesson plans to assure coverage of industry standards
- Responsible for the evaluation of all campus personnel for the purpose of ensuring that standards are achieved
- Plans, organizes, supervises, and directs all campus sponsored adult education activities, functions, and events
- Participate in district programs, activities, advisory council and initiatives as appropriate
- Facilitates communication between personnel and students for the purpose of evaluating situations, solving problems and/or resolving conflicts
- Responsible and accountable for sound fiscal management
- Assist in scheduling adult education classes
- Schedule academic and career services personnel to ensure regular contact with students.
- Maintain building security
- Ensure safety of students and West-MEC personnel
- Assures compliance with State and Federal laws
- Performs other duties as assigned or required for the purpose of ensuring the efficient and effective functioning of campus operations



**Knowledge and Skills:**

- Knowledge of applicable Federal, State, and County rules and regulations and the ability to interpret and disseminate information
- Knowledge of West-MEC district policies and procedures
- Knowledge of organizational theory, leadership training, and instructional strategies
- Possess project management skills in an educational environment
- Ability to prioritize campus issues
- Excellent problem solving skills
- Skill in establishing and maintaining effective working relations with co-workers, vendors, students, business and industry
- Skill in operating a personal computer utilizing a variety of software applications
- Knowledge of Career and Technical Education programs

**Requirements:**

- One – five years supervising teachers or providing instructional leadership or comparable knowledge, skills and experiences
- Maintains a high level of ethical behavior and confidentiality
- Ability to work outside normal working hours
- Must pass a fingerprint clearance and background check
- Maintain a valid Arizona Driver's License

**Evaluation:** This position has a 90-day probation period, plus a yearly evaluation.

**Closing Date:** Until filled

**Start Date for Position:** February 1, 2018

**Application Procedure:**

Submit on-line application - [West-MEC.org](http://West-MEC.org)

Include:

- Letter of interest
- Current resume'
- Three professional references (names, addresses and phone numbers)

Western Maricopa Education Center is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Western Maricopa Education Center does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.