



External Posting

POSITION TITLE: Asher Community Education Director/Atlas Director

REPORTS TO: Superintendent

QUALIFICATIONS:

- Valid Administrator Certificate
- Valid Teaching Certificate
- Master's Degree in Educational Leadership or Administration
- At least five year of experience as an adult education or high school teacher
- At least three years of experience as an administrator, or director, preferred
- Ability to utilize the school management information system and database software
- Ability to utilize effective human relations and communication skills in working with people
- Ability to maintain a high level of ethical behavior and confidentiality
- Ability to handle crisis situations
- Work style which includes self-starting initiative, ability to prioritize, set high standards, and creative production of program materials
- Must meet health requirements as required by performance responsibilities
- Working experience in the administration of the Section 107 grant and Federal Adult Education grants
- Such alternatives to the above qualifications as the Superintendent may find appropriate

ADMINISTRATIVE RESPONSIBILITIES:

Oversee all operations of the Adult, Alternative & Community Education Office

- **Adult & Alternative Education** – Create policies and procedures, curriculum and curriculum alignment to State and Federal requirements for High School completion, GED Preparation, English As a Second Language, and Adult Basic Education
- Assume duties and reporting requirements typical of a high school
- Coordinate partnerships with Michigan Works
- Administer Section 107 Grant, WIOA Federal Instruction Grant, and develop budget to include anticipated local budgets,
- Participate in Region 10 development and required partnerships
- Develop program budget as well as revisions during the year and review with Director of Business and Finance
- Fulfill local, State and Federal Adult Education mandates including annual reports and statistical reports
- Maintain records for Adult Education reporting and State audit requirements
- Provide leadership to develop, maintain, and improve instruction and curriculum to facilitate the learning process
- Coordinate the development and implementation of extracurricular activities
- Follow the District Interviewing and Hiring process
- Evaluate staff in accordance to district guidelines
- Discipline employees, when necessary, in accordance to district and union guidelines
- Review and approve payroll for all staff certified and non certified
- Assume responsibility for emergency situations and the reporting of these emergencies

- Seek out alternative funding sources, as appropriate
- Provide staff development opportunities and participate in District wide school improvement
- Maintain professional organization memberships including, Michigan Association of Community and Adult Education
- **Community Programs**
 - Adult Enrichment, which includes, but is not limited to:
 - Coordination of fall, winter, spring/summer offerings for all ages in the Southgate Community and adjoining townships
- **Additional Programs**
 - Atlas Director - Work with Virtual Coordinator to provide online instructional services to K-12 students
- Perform other duties as assigned by the Superintendent of Schools

CONTRACT YEAR: July 1 through June 30 (220 assigned working days – August 1 through July 31) in accordance with the SPSA Contract (Southgate Principals and Supervisors Association)

RATE OF PAY: In accordance with Southgate Principals and Supervisors Association (SPSA) Master Agreement

POSTING DATE: May 12, 2022 through May 22, 2022

APPLICATION PROCESS: Please visit southgateschools.com, click on HR, select Employment Opportunities, then District Employment Opportunities

Must meet health requirements as required by performance responsibilities

The Southgate Community School District reserves the right to make changes to this job posting and performance responsibilities whenever necessary

Non-Discrimination Statement

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.