

RSU #9 dba Mt. Blue Regional School District
Job Description

JOB TITLE: Rangeley Area Coordinator

REPORTS TO: Adult Education Director

QUALIFICATIONS:

1. Organizational and scheduling skills
2. Strong customer service skills
3. Strong written and verbal communication skills
4. Knowledge of Google and Word programs
5. Adult Education teacher certification or certifiable a plus

JOB GOALS: To provide adult education programming in the RSU 78/ Rangeley Community area.

STATEMENT: The Rangeley Area Coordinator is the local contact for all adult education needs in this community. They are responsible for helping students navigate adult education programming options, scheduling enrichment programming, working with the Farmington location to coordinate and advertise both enrichment and academic courses, and providing current and accurate data and attendance on a monthly basis.

The Coordinator will be responsible for working with RSU # 73 School District to help students(17 and older)/community members that need adult education services including credit recovery for meeting graduation requirements. They will also work with local businesses to plan and coordinate needed workforce training. Priorities for this person's work will be under the direction and determined by the adult education director.

PERFORMANCE RESPONSIBILITIES GENERAL

1. Coordinates schedules and programming
2. Disseminates Adult Education literature and marketing materials
3. Maintains accurate student records and provides data and attendance on a monthly basis
4. Completes all federal, state and local paperwork
5. Uses Google and Word programs successfully

SPECIFIC

1. Coordinates and develops programming with RSU #73, Franklin County Adult Education and any other entity that needs classes.
2. Recruits students for adult education programs.
3. Recruits, organizes, and oversees enrichment instructors and classes including information for publication in program brochures.
4. Collects and submits required program data
5. Becomes familiar with local services to help with student referral.
6. Provides tutoring/assistance to students working on their diploma and HiSET. Help assist College and Career Transitions students.
7. Becomes certified to give assessments in CASAS, Hiset Official Practice tests, and possibly Hiset testing.
8. Works with local businesses and agencies to promote Franklin County Adult Education services.