

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

**JOB TITLE:** Adult Basic Education Coordinator

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**EXEMPT:** Yes  
**SALARY LEVEL:** Per Master Contract  
**LOCATION:** Adult Basic Education Office  
**REPORTS TO:** Superintendent  
**LENGTH OF WORK:**

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**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

1. Corporation contact person for the Adult Basic Education Program.
2. Directly recommends program design and format to Director of Instruction for the Plymouth Community Schools.
3. Implement the approved program under local, state, and federal guidelines.
4. The Adult Basic Education Coordinator will be directly responsible to the Director of Instruction for the Plymouth Community Schools. In conjunction with the Director of Instruction, the Coordinator will be responsible to:
  - a. Write the annual federal and state funding proposal.
  - b. Design and implement staff inservice to fulfill obligations of grants and support program needs.
  - c. Recommend the expenditures of budgeted monies for the purchase of material and equipment.
  - d. Assist in the selection of all personnel employed to work with the Adult Basic Education Program and monitor hours for payroll.
  - e. Evaluate the personnel assigned to the Adult Basic Education Program.
  - f. Assist in the dissemination and collection of program information between students, staff, the public, administration, and school board.
  - g. Attend required state and local meetings.
5. Recruit, enroll, and monitor student attendance for the program.
6. Review and coordinate program for enhancement to increase participation and effectiveness.
7. Other duties as may be assigned by the Superintendent or Assistant Superintendent.

The Adult Basic Education Coordinator will also serve as the Literacy Coordinator with the following responsibilities:

- a. Recruiting volunteers.
- b. Train volunteers.
- c. Maintain the program needs for supplies and space.

- d. Keep direct contact with various volunteer sites and work toward solving problems within the program.**

*Revised 11/11/02*