

**Job Title:** Administrator Adult Learning

**Wage/Hour Status:** Exempt

**Reports to:** Executive Director Equity and Community  
Engagement

**Pay Grade:** 107

**Dept. /School:** San Jacinto Adult Learning Center

**Date Revised:** September 25, 2023

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**Primary Purpose**

Supervise, evaluate, implement, direct, and coordinate the effective administration of the adult programs within the El Paso ISD in conjunction with Far West Adult Education Consortium (FWAEC) and TWC (Texas Workforce Commission).

**Education/Certification**

Master's Degree from an accredited university

Valid Texas Mid-Management, Administrator, or Principal's Certificate

**Special Knowledge/Skills**

- Ability to evaluate instructional programs and teaching effectiveness
- Demonstrated ability as a campus administrator
- Working knowledge of curriculum and instruction
- Ability to explain and interpret policy, procedures, and data
- Ability to manage budget, personnel, and campus functions including operations
- Strong organizational, communication, public relations, and interpersonal skills
- Demonstrated leadership ability in working with area educators (including adult education educators) and other consortium member districts
- Working knowledge of federal and state regulations in the area of adult education and apprenticeship programs
- Thorough understanding of school operations
- Ability to communicate professionally, clearly, thoroughly, concisely with diverse stakeholders in both oral and written form.

**Experience**

Three (3) years experience as a classroom teacher

Three (3) years administrative experience in education

**Major Responsibilities and Duties**

**Instructional and Program Management**

1. Assume responsibility for the planning, operation, supervision, and evaluation of the Adult Education Programs of the District and coordinate with other member districts.
2. Coordinate the organization and educational programs of the consortium member districts.
3. Schedule adult classes at satellite classes throughout the district.
4. Prepare a master schedule of adult program offerings that comply with application guidelines recommended by TWC.
5. Ensure that the recommended curriculum and performance measures be implemented and assessed by San Jacinto Adult Learning in accordance with TWC.
6. Work with staff to implement and evaluate the curriculum on a systematic basis.
7. Direct purchase and implementation of instructional and technological materials and supplies.
8. Monitor instructional and managerial processes systematically and use findings for corrective action, improvement, and recognition of success.
9. Supervise the administration and compliance of state-mandated adult assessments and evaluates results to enhance curriculum and instructional programs.
10. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.
11. Direct and provide technical support to all consortium member districts.

**School /Organizational Climate**

12. Establish and maintain communication with EPISD and member district personnel, adult students, business industry, and community to foster a productive school climate.
13. Coordinate the operation and service of the adult programs within the district, consortium member districts, and collaborative agencies.
14. Promote and communicate high expectations of students and staff performance in a professional supportive manner and provide appropriate recognition.
15. Promote a positive, empowering, learning-centered climate that fosters life-long learning, leads to positive staff morale, and achieves the mission of the district, consortium members, and adult education.
16. Provide a safe, healthy, and secure learning and working environment.
17. Inform the appropriate supervisor promptly of all cases of danger or disaster.

**School/Organizational Improvement**

18. Interpret state requirements and mandate to consortium district members and collaborative agencies.
19. Coordinate program activities for adult courses for the benefit of all adult students in the district, Consortium, and collaborative agencies.
20. Encourage high expectation levels of all constituents.
21. Utilize all appropriate resources of the District, the Consortium, and the community to sustain an effective educational program.
22. Develop, promote, and communicate a student management system that results in positive student behavior.
23. Plan and implement an overall improvement program on a periodic basis.
24. Ensure that the Far West Adult Education Consortium (El Paso and other member districts) meet the minimum performance measures, including attendance, set by the state and federal governments.
25. Work collaboratively with higher education (UTEP and EPCC) to facilitate transition of GED institutions of higher education and into post-secondary education.

**Personnel Management**

26. Prepare and submit the personnel organizations and payroll authorizations for all personnel.
27. Provide opportunities for professional growth, promotes leadership roles, and recognizes exemplary performance.
28. Manage personnel effectively through appropriate planning and evaluation.
29. Use developmental supervision effectively and comprehensively with all staff by systematically implementing the appraisal processes.
30. Interview, select and orient new staff and approve assignment of campus personnel.
31. Make appropriate decisions relative to personnel placement, transfer, retention, promotion, non-renewal, and dismissal.
32. Supervise appropriate recruitment of personnel for consortium member districts.
33. Ensure that all adult education staff meet minimum professional development hours as required by TWC.

**Administration – Fiscal/Facilities Management**

34. Implement fiscal policies and procedures of the District and TWC.
35. Ensure that all adult education and apprenticeship grant fiscal accounts for the entire Consortium and the District are accurate.
36. Prepare and submit the adult education budgets and approve allocations and expenditures of program funds in accordance with the District, Texas Education Agency, and Texas Workforce Commission.
37. Write and submit grant applications on a timely basis.
38. Implement and manage grant programs to include evaluations.
39. Maintain accurate records, reports, and documentation as required by TWC.
40. Monitor invoicing procedures.
41. Plan and administer budgets based upon documented program needs, estimated enrollment, personnel, and other fiscal needs on a timely basis.
42. Manage and/or monitor all facilities and equipment effectively and efficiently.
43. Inform the assigned supervisor regarding conditions and needs of the instructional program, personnel matters, adult student accomplishments, and concerns through the established organizational channels.

- 44. Coordinate activities with the District’s Finance Office to ensure fiscal compliance with all areas of grant funds, including expenditure of funds.
- 45. Maintain accurate inventories of supplies and equipment and submit inventories as required.
- 46. Sign authorization for checking, purchase orders, and general fund.

**Student Management**

- 47. Plan for adequate student enrollment at all sites, including consortium and collaborative agencies.
- 48. Provide for the maintenance and collection of student data within the district, consortium, and collaborative areas.
- 49. Provide a standard of conduct that is conducive for healthy learning in adult instructional programs.
- 50. Develop, promote, and/or communicate a student management system that results in positive student behavior and enhances a climate conducive to teaching and learning.
- 51. Function as the attendance officer of the campus.
- 52. Promote positive student conduct and self-esteem by systematically applying rules applications uniformly and consistently.

**School/Community Relations**

- 53. Coordinate the planning and implementation of adult education offerings with public and private agencies.
- 54. Publicize adult education programs through community agencies, including social agencies, and news media.
- 55. Continue to work with the community and other agencies to ensure that the needs of the students are being met.

**Professional Growth and Development**

- 56. Provide leadership in professional growth through active participation, professional support, and dissemination of ideas.
- 57. Attend professional development activities pertinent to Adult Education and District goals as required.
- 58. Improve leadership skills through professional development activities and disseminate that knowledge to other professionals.
- 59. Perform other duties as assigned by supervisor.

**Additional Responsibilities**

- 60. Support established District goals.
- 61. Communicate the educational efforts and successes to the community.

**Supervisory Responsibilities**

Adult Education Coordinator, Technology Coordinator, Assessment Coordinator, Clerical Staff, Custodial Staff, Full-time and/or Part-time Instructors, Social Worker, Career Navigator, Consortium Member Districts, and Collaborative Agencies

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Occasional prolonged and irregular hours.

**Terms of Employment**

226 days; salary to be established by the Board of Trustees.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.