

## ADULT EDUCATION AND TRAINING SPECIALIST I

### DESCRIPTION OF WORK

This is administrative and consultative work in administering a limited adult education program involving civil defense, veterans education, aging, or in other specialized adult education fields.

Employees in this class are responsible for conducting, administering, and publicizing nutrition and related education programs for the elderly, civil defense educational programs aimed for the adult or other specialized adult education activities; or they are responsible for investigating and evaluating the veterans educational programs or private business, trade, and correspondence schools for conformity to certain standards, regulations, and requirements for issuance of licenses. Priority of work assignments are determined by the supervisor and are carried out independently in accordance with the general instructions and procedures as established by the supervisor. Work is also guided by departmental guidelines and established standards, and federal and state laws and regulations as they pertain to specific education programs for the aging, and veterans education. Work is reviewed periodically by the supervisor through conferences and reports to insure conformity with established rules and regulations.

### EXAMPLES OF DUTIES PERFORMED

Plans, promotes, and directs state-wide training and education programs on the aging; works with community colleges and technical institutes to encourage them to conduct specialized training for individuals who may be employed to provide economic, education, social, health care services for older adults.

Prepares information bulletins, instructional memoranda and other educational material for use in education and training programs for individuals providing services to the aging.

Visits business, trade and correspondence schools and related institutions that have applied for approval to enroll veterans under the Veterans Benefits Laws to determine if the schools and courses offered meet the criteria for approval under applicable state and federal laws.

Prepares teaching materials used by Civil Defense instructors and materials for use in instructor training courses.

Works with local and state Civil Defense officials and local government officials regarding promotion and regulations of the program.

Visits individual classrooms to observe and ascertain the effectiveness of the educational program, efficiency of individual teacher, and adherence to training plans.

Investigates complaints regarding the approved educational programs offered in licensed business, trade, and correspondence schools; prepares reports recommending corrective measures or improvements.

Promotes civil defense training courses in programs to civic, church, PTA, and service organizations to seek sponsors for local courses; writes publicity newsletters and other public relations materials for promotion use.

Performs related duties as required.

### RECRUITMENT STANDARDS

#### Knowledge, Skills, and Abilities

General knowledge of basic principles and theories of education as they pertain to adult education programs.

General knowledge of the state and federal laws, rules, and regulations governing specific civil defense, veterans education, aging, or related adult education programs in which assigned.

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Ability to understand and apply federal and state regulations concerning adult education and to apply them to individual programs in which assigned.

Ability to work effectively with public and private educational officials.

Ability to evaluate educational programs and to prepare accurate reports.

Minimum Education and Experience

Graduation from a four-year college or university and two years teaching or related educational experience in the field to which assigned; or an equivalent combination of education and experience.

PREPARED BY  
OFFICE OF STATE PERSONNEL

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