

ADULT EDUCATION AND TRAINING SPECIALIST II

DESCRIPTION OF WORK

This is supervisory and consultative work in administering a specific statewide adult education program or activity.

Employees in this class are designated as state supervisors of adult education programs in civil defense and veterans education or as the state administrator of the high school equivalency program. Employees supervise other Adult Education and Training Specialists I and determine the priority of work assignments and the goals and objectives of their programs or independently administer the state high school equivalency testing program. Work includes the responsibility for investigating, reviewing, and approving veterans education programs in private and public schools and institutions; or for organizing and promoting a statewide high school equivalency or civil defense adult education program. Work is performed with considerable independence and is reviewed periodically through reports by an assistant superintendent of public instruction and by officials of the United States Office of Education for compliance with agency standards and federal and state laws.

EXAMPLES OF DUTIES PERFORMED

Prepares budget for the education program and administers state and federal funds to the program accordingly.

Confers with officials at universities, community colleges, and technical institutes regarding the establishment and development of the high school equivalency testing program.

Provides administrative direction and supervises field and office personnel.

Visits colleges, technical schools, business and trade schools where veterans adult education courses are taught and evaluates the effectiveness of the program.

Prepares promotional material and curriculum guides.

Issues operating licenses to public and private schools and institutions.

Works with the news media making presentations for the purpose of promoting adult education.

Performs related duties as required.

RECRUITMENT STANDARDSKnowledges, Skills, and Abilities

Considerable knowledge of state and federal laws, regulations, and procedures governing civil defense and veterans education programs.

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

Ability to interpret and administer federal and state regulations concerning adult education and to apply them to individual programs.

Ability to exercise judgment in establishing, applying, and interpreting policies and procedures.

Ability to plan, assign, and supervise the work of other employees. Ability to work effectively with public and private school officials.

Minimum Education and Experience

Graduation from a four-year college or university and four years teaching or related education experience, preferably with one year in an education administrative or supervisory capacity; or an equivalent combination of education and experience.

PREPARED BY
NORTH CAROLINA STATE PERSONNEL DEPARTMENT

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