

EAST VALLEY INSTITUTE OF TECHNOLOGY

JOB DESCRIPTION

JOB TITLE: Adult Education/Health Education Director

DIVISION: District Office **STATUS:** Full-time/Exempt

DEPARTMENT: Administration **TERM:** 12 Months

GENERAL PURPOSE: The Adult Education/Health Education Director is responsible for the management of all adult education programs and all health education programs for adults and high school students. The Director will mentor instructors to educate students from different backgrounds, ethnicities, nationalities, gender, ages, religions, and disabilities in the classroom and in the lab, using a variety of teaching methods. The Director will also supervise and monitor the financial aid processes, and assist in professional development activities.

SUPERVISION RECEIVED: The District Superintendent and/or Assistant Superintendent will supervise the Adult and Health Education Director.

SUPERVISION EXERCISED: The Adult and Health Education Director shall supervise the Adult and Health Education Program Assistant, the Financial Aid Advisor, all short-term adult education staff, and any instructors conducting Business and Industry Specific Training.

ESSENTIAL DUTIES:

- Responsible for the overall administration of EVIT's wide-range of Health/Science educational programs in Nursing, Medical Assisting, Allied Health, Medical Biotechnology, Massage Therapy, Physical Therapy, Dental Assisting, EMT, Pharmacy Technology, Veterinary Technology and Health Occupations, for both High School and Adult Programs.
- Provides direction and ensures timely preparation and availability of all instructional materials, tools, equipment and texts, etc. necessary to meet institutional needs.
- Hires instructors, ensures course descriptions or curriculum are available, and schedules training; coordinates classroom usage with Campus Director, Facilities Director, and other EVIT personnel, as needed.
- Enrolls and registers adult students into programs; collects tuition costs and/or fees and ensures deposits are made into District Accounts on a timely basis; provides orientation sessions with all adult students and instructors to notify them of policies, procedures, financial aid, etc.
- Responsible for resolving problems associated with contracted services conducts instructor/student progress reviews, and provides course evaluations. Meets with company/agency representatives to ensure training objective were met.
- Supervises adult student discipline; conducts follow-up of students as they complete training programs.
- Develops, maintains, and updates policies and procedures for the Financial aid adult programs; supervises and monitors activities to ensure programs meet district and funding agency requirements.

- Organizes ordering and distribution of books, supplies, and materials for classes and approves purchases; provides support for instructors as necessary.
- Evaluates instructors and efficacy of programs as needed; makes recommendations to supervisor.
- Supervises records maintenance and retention for all areas as they relate to areas of responsibilities.
- Establishes and maintains all department files and records in a confidential manner pursuant to District and regulatory agency requirements; reviews documents for accuracy, completeness, and conformation to established procedures; files and secures records for supervisor.
- Responsible for data entry into and maintenance of all student records.
- Reviews training program costs and tracks each private contract compiling necessary student and cost data to provide appropriate billing and contract closure.
- Provides to Supervisor biannual written reports of program status, i.e. revenue, expenses, program operations, etc.; ensures that all required reports are submitted to funding and regulatory agencies on a timely basis.
- Serves on two assigned school committees annually.
- Attends meetings and training per requirements of the Supervisor.
- Performs other duties as assigned

MINIMUM QUALIFICATIONS:

- Master's Degree in Education or Business, or minimum of ten years' experience in education, business, or industry setting.
- Valid class 2 fingerprint clearance card.
- Proof of immunization against or immunity to measles and rubella if born after January 1, 1957.

SKILLS, KNOWLEDGE, AND ABILITIES:

- Possesses strong organizational skills.
- Possesses strong communication skills.
- Possesses current understanding of the fundamentals of trade/technical areas.
- Possesses knowledge of record keeping procedures including the ability to collect and organize data and information.
- Possesses ability to establish and maintain effective working relationships with faculty, supervisors, co-workers, other businesses and their personnel, and the general public.
- Possesses knowledge and ability to analyze and understand rules and regulations, policies, and procedures, including a working knowledge of ADE and USFER for Arizona School Districts.
- Possesses knowledge of current federal and state statutory requirements regarding fund accounting procedures, including knowledge of the preparation of required forms and reports.
- Possesses working knowledge of modern office practices and procedures, including applicable computer operations and software, i.e. Microsoft Office Suites.
- Possesses effective written and verbal communication skills including proper grammar, punctuation, and spelling.
- Possesses ability to work with youth and adults effectively.

- Possesses knowledge of standard office equipment, such as copiers, facsimile machine, scanners, etc.
- Possesses ability to work independently and to manage multiple projects simultaneously with minimal supervision and to meet schedules and deadlines in a timely manner.
- Possesses ability to deal effectively with stress caused by workload, interruptions, and deadlines.
- Possesses ability to establish and maintain appropriate levels of authority while creating an atmosphere of support and confidence.
- Possesses ability to work a flexible schedule.
- Must be tactful, have good interpersonal skills and sound judgement.

WORKING CONDITIONS:

- This employee hired for this position will work in a clean, well-lit office environment in a school setting. Generally, the Director may be required to attend meetings outside the normal workday, i.e. District Governing Board meetings, program or school meetings etc.
- The employee hired for this position will be provided a private office to work with clients, desk, computer workstation, and telephone. The employee spends 80% of work hours sitting at a computer workstation. One hour is allotted for lunch.
- The employee is eligible for paid Federal, State, and District approved holidays during the 12-month working period.
- This position may require lifting materials or equipment up to 15 pounds. Occasionally, as needed, the employee hired for this position may drive EVIT vehicles to conduct school and district business. Proof of a valid Arizona driver’s license and personal insurance must be provided to the Human Resources Department at the time of hire.

I FULLY UNDERSTAND THE JOB DUTIES AND RESPONSIBILITIES THAT ARE OUTLINED ABOVE AND THAT HAVE BEEN DISCUSSED WITH ME BY MY SUPERVISOR

EMPLOYEE SIGNATURE DATE

SUPERVISOR’S SIGNATURE DATE