

PLEASE POST**DATE:**

Assistant Regional Director of Adult Education

Full time / Annual / Litchfield

Competitive Salary and Benefits Commensurate with Experience

Major Responsibilities:

Responsible for the efficient regional operation of educational programs for adult and out of school youth. The program coordinates mandated and enrichment services in 16 school districts in western Connecticut. The Assistant Regional Director works under the supervision of the Director of Administrative Services.

Qualifications:

- Monitor guidelines for Adult Education programs in accordance with local school policies and Connecticut State Department of Education statutes
- Establish procedures for student recruitment
- Prepare and submit budget proposals to the Regional Director, local and State authorities
- Attend Connecticut State Department of Education, Bureau meetings as required
- Maintain an up-to-date knowledge of all laws pertaining to Adult Education
- Assume responsibility for the successful opening of the program each semester
- Maintain communication with the staff whose buildings and resources are being shared
- Assume responsibility for graduation exercises
- Assume responsibility for the year-end closing of the program
- Supervise the summer session of the adult education program, if offered
- Support and Research grant opportunities in adult education
- Coordinate mandated Adult Education programs for ESL, GED, ABE, Credit Diploma, and Citizenship
- Hire and supervise appropriate staff for Adult Education programs
- Disseminate information about Adult Education programs to all news media, area businesses, and community service organizations
- Implement, and evaluate new and existing programs for students
- Oversee all GED testing
- Organize advisory board meetings
- Other duties as may be assigned / Regular and consistent attendance is considered an essential function of this position.

Application Procedure: Interested applicants should e-mail their resume to culver@educationconnection.org or send a letter of interest plus a resume indicating experience and knowledge relevant to the above requirements to:

**Human Resources # 45-09
EDUCATION CONNECTION
P.O. Box 909
Litchfield, CT 06759-0909**

Closing date for application: Position open until filled
Anticipated starting date is: ASAP

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A copy must be posted in EDUCATION CONNECTION's Danbury and Litchfield Offices.**

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A Regional Educational Service Center