

## ADULT EDUCATION ASSISTANT

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the responsibility of assisting the Assistant Director of Adult Education in planning, developing, implementing and delivering adult program services to individuals expanding their careers and technical skills. The subject areas include information technology, health occupations, and manufacturing and business office skills. The work involves the responsibility of working cooperatively with business and industry and public agencies including, but not limited to, Work Place Literacy, Electrical Apprentice Program and the Adult Center for Comprehensive Education and Support Services (ACCESS) to provide adult education programs. The work is performed under the general supervision of the Assistant Director of Adult Education with leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is exercised over the work of clerical employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists the Assistant Director in developing program brochures;

Assists the Assistant Director in developing program schedules;

Assists the Work Place Literacy Program by coordinating personnel, staff development and curriculum needs;

Assists in coordinating the New York State Department of Labor Apprenticeship Programs and activities required as a Designated Lead Educational Agency;

Maintains records of student progress as required by the New York State Department of Labor;

Monitors mandated curriculum as required by the New York State Department of Labor;

Assists in developing and monitoring program budgets;

Assists in obtaining funding by proposal development to obtain necessary resources;

Assists in coordinating programs related to health occupations and mandated training courses.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the principles, practices and concepts utilized in the education field; good knowledge of available community agencies and resources; ability to organize; ability to coordinate the activities of others; ability to express oneself clearly both orally and in writing; ability to prepare written material; ability to establish and maintain working relationships with others; ability to present material in a creative manner; initiative, tact, courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited college or university with an Associate's Degree or completion of 60 college credit hours in an educational field and two (2) years experience involving work experience in continuing education, program development, public relations, advertising, marketing or closely related field; **OR**
- B. Graduation from high school or possession of high school equivalency diploma and four (4) years experience involving work experience in continuing education, program development, public relations, advertising, marketing or closely related field; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

ULSTER COUNTY  
0127 ADT ED AST  
Classification: Competitive  
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Adopted: November 1, 2001