

## **ADULT EDUCATION PROGRAM DEVELOPMENT SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the responsibility of providing BOCES Adult Education Services to individuals expanding their careers and technical skills. The subject areas include information technology, health occupations, and manufacturing and business office skills. The incumbent is responsible for contacting business and industry or specialized clients such as Workplace Literacy to solicit contractual services in adult education programs. The incumbent is responsible for researching grants appropriate to the programs and writing such proposals. The incumbent is responsible for researching and providing competitive analyses including pricing options and marketing plans involved in implementing a new program or revising an existing program. The work is performed under the general direction of the Assistant Director of Adult Education with leeway allowed for the use of independent judgement 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 the following, as well as other related activities not described.

Researches and recommends new programs to the Assistant Director of Adult Education;

Researches potential grants appropriate for Adult Education Programs;

Contacts people in business and industry to discuss contract training and course developing services;

Develops program outlines and curriculums for each program;

Develops marketing plans for new programs;

Assists in identifying instructors for specialized programs;

Assists in coordinating adult education brochures and marketing campaigns;

Collects appropriate data to write grant proposal for submission;

Writes reports on program implementation and progress;

Collects appropriate data to maintain accurate reports for clients, agencies and/or New York State Education Department as required.

**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; good knowledge of marketing principals and practices; good knowledge of business industry and practices; working knowledge of researching and writing grant proposals; ability to organize;

ability to coordinate the activities of others; ability to express oneself clearly both orally and in writing; ability to prepare technical written material; ability to establish and maintain working relationships with others; ability to present material in a persuasive manner; initiative, tact, courtesy.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited college or university with a Bachelor's Degree and two (2) years of experience in educational/training program development and implementation and grant writing; **OR**
- B. Graduation from a regionally accredited college or university with an Associate's Degree and four (4) years of experience in educational/training program development and implementation and grant writing; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience in educational/training program development and implementation and grant writing; **OR**
- D. An equivalent combination of training and experience as described in A, B and C above.

**Special Requirement:** Eligibility for Adult Education Instructor Certification or Teacher Certification at time of appointment. Possession of such certification will be required by end of probationary period.

ULSTER COUNTY  
0129 ADT ED PDS  
Classification: Competitive  
OA

Adopted: November 1, 2001  
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