



Job Description

Job Title: Regional Adult Education Specialist

Job Classification: Non-Exempt

Supervisor: Regional Program Manager

Pay Grade: 35

Contract Length: 220 days

Job Summary

The Regional Adult Education Specialist is responsible for assisting with the region's adult education instructional programs and initiatives in Hampton, Newport News, Poquoson, Williamsburg/James City County, and York County.

Essential Duties

1. Work with local partners, one-stop workforce centers, area community colleges, and local employers to promote adult education and literacy initiatives and transitions to post-secondary education and employment.
2. Increase opportunities for instruction.
3. Develop and implement outreach strategies.
4. Provide program assistance to local programs.
5. Provide staff development activities, staff meetings and curriculum development activities.
6. If providing a diploma-producing program, ensure routine coordination between program and applicable school division concerning licensure, curriculum, and school division credit requirements.
7. Assist the Office of Adult Education and Literacy (OAEL) with program monitoring and evaluation, which may include participating in site visits and providing programs with site visit assistance.
8. Assist the OAEL, when necessary, in working with local programs outside the assigned region.
9. Other activities required to meet the goals of the OAEL.
10. Implement the regional teacher evaluation program for NNPS Adult Education teachers.
11. Oversee the scheduling, management, and performance of NNPS Adult Education classes.
12. Other activities required to meet NNPS Adult Education instructional goals.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Maintains professional competence by attending state professional development programs, curriculum development workshops, and other professional activities.
2. Performs any other related duties as assigned by the Regional Program Administrator or the NNPS Adult Education administrator/coordinator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor's or Master's degree in Education and/or meet the Virginia Department of Education licensure eligibility requirements. Must be eligible or possess Virginia Collegiate Professional License or Postgraduate Professional License. Experience teaching adult students is preferred. Must possess the ability to communicate effectively, both verbally and in writing. Must possess excellent organizational, planning, and human relations skills. Must have good knowledge of content, curriculum, methods, materials, and equipment appropriate for instructing adult learners in obtaining a GED® credential and for instructing non-native speakers in gaining skills in English speaking, listening, reading and writing. Must have the ability to establish and maintain effective working relationships with adult learners, students, professional staff, and public partners.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. The noise level in the work environment is usually moderate.

Supervision Exercised: Support to local program coordinators and supervision of regional teaching staff

Supervision Received: Regional Program Administrator

This job description in no way states or implies that these are the only duties to be performed by this employee. The Regional Adult Education Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Regional Program Administrator or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 08/2025