

Director of Adult Education

Part-Time (Full Year)

Up to 25 hours/week

**Certified Teacher – Special Education and Administrator
experience a plus**

- **Coordinates the Adult High School Program**
- **Coordinates the Adult Basic Education Program**
- **Writes/Manages grants**
- **Administers Hi-Set Test**
- **Orders Supplies**
- **Hires teachers**
- **Ability to coordinate internships/apprenticeships**
- **Coordinate with local businesses offering local job skills**
- **Experience with online resources such as PLATO and Kahn Academy**

If interested, please send letter of intent, resume, application, certification, transcripts and 3 letters of reference:

Daniel LeGallo
Superintendent
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