

Central Nine Career Center
Greenwood, Indiana 46143
MEMORANDUM

TO: Central Nine Career Center Governing Board
FROM: Michelle Davis, Director of Adult Education
DATE: 05-02-22
SUBJ: Executive Summary – Add Assistant Adult Education Director position to Adult Education

Adult Education Assistant Director Position \$53,000.00 - \$63,000.00 range for AE 22-23 program year. **Pay is sustainable by Adult Education Grant funding.**

This position will focus on assisting the Adult Education Director with day to day tasks and focus on the implementation and continuing to establish Integrated Education and Trainings (IET) and Workforce Education Initiative (WEI) that are the focus of the grant 22-23 funding. We are required to offer several different IETs and WEIs. Central 9 Adult Ed has created 6 different IETs as well as 6 unique WEIs. I would like to begin the process of being able to post the job. This position will be evaluated at the year end and will be on a year by year basis determined by the future grant funding.

The position will be a non-certified administrative position with benefits, sick, personal days, vacation days, PERF, annual lump sum annuity available. This position will be 240 days.

Contributing factors: The Adult Education class schedule operates on a 46 week fiscal year due to the State of Indiana DWD adult education guidelines. To help maintain consistency and success in the morning, afternoon and evening classes of HSE, ELL, IETs, WEIs, IELCE and support of Adult Education. The success of the IETs and WEIs is relevant to the future grant funding of AE at C9.