

Central Nine Career Center  
Greenwood, Indiana 46143  
MEMORANDUM

TO: Central Nine Career Center Governing Board  
FROM: Michelle Davis, Director of Adult Education  
DATE: 09-14-17  
SUBJ: Executive Summary – Add Lead Instructor position to AE- Full time

Adult Education Lead Instructor position with \$38,740.00 for remaining 30 weeks in AE 17-18 calendar. **Pay is sustainable by Adult Education Grant funding. (position beginning 10-16-17)**

**To begin employment with focus on IETs (integrating education and training). This position will be the lead instructor on the implementation of IETs that are the focus of the grant 17-18 funding. We are required to offer several different IETs and we have created 6 different IETs to our students to gain an industry recognized certification. 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 certified position with benefits, sick and personal days available.**

**Contributing factors:** The Adult Education class schedule operates on a 44 week fiscal year due to the State of Indiana DWD adult education guidelines. To gain consistency and success in the morning and evening IET classes of Adult Education. The success of the IETs is relevant to the future grant funding of AE at C9.