

Subject: Adult Education Director/Coordinator Qualifications

POLICY: All adult education directors/coordinators newly employed after April 18, 2003, and paid with adult education funds, must have a minimum of a master's degree in education, administration, or related field. If not already licensed in adult education, administrators must become licensed in adult education by the Arkansas Department of Education, Professional Licensure, within four years of the date of initial employment as an adult education administrator. It is preferable that the applicant has five years experience as a teacher and/or administrator in adult education or a related field.

A waiver to this policy may be granted by the Director of the Arkansas Department of Career Education.

Adult education directors/coordinators not paid with adult education funds must meet the qualifications of the local education agencies' personnel policies.

INFORMATION/RATIONALE: In order for adult education programs to be operated effectively, the Arkansas Adult Education Division requires that administrators have the relevant experience and credentials.*

*state requirement

EFFECTIVE DATE: JULY 1, 1990

REVISED DATE: APRIL 18, 2003

REVISED DATE: NOVEMBER 15, 2008

REVISED DATE: FEBRUARY 18, 2010