

**5440-20      Assistant Director for Adult Education (Revised 10/17/08)**

*The holder is authorized to design, implement, and administer educational and employment and training programs for adults in Vermont's career and technical centers.*

In order to qualify for this endorsement, the candidate shall demonstrate the following:

1. A Master's degree
2. Demonstrated competence in the following areas:
  - a) Fundamentals of educational, business, or public administration/leadership
  - b) Curriculum management (i.e., development/supervision/evaluation)
  - c) School/community/business relations
  - d) Staff evaluation/development
  - e) School law
  - f) Finance or budget management
3. Three (3) or more years of experience in workforce development/training (e.g., training management in business or industry, vocational training or counseling, career and technical education, management of a post-secondary continuing education program, etc.)
4. The General Competencies for School District Administrators, with the exception of those within #9.7 (School Construction)