



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION

TO: Superintendents

FROM: David B. Stout, Ed.D.
Director
Office of Adult Education

DATE: July 8, 2015

RE: Administration of Adult Education Program

I have enclosed the form on which you are to verify the areas of certification, assignment status, and salary of your district's adult education director for the 2015–16 school year. **This report must be returned no later than Friday, July 24, 2015.** Your 2015–16 adult education allocation cannot be determined without this information. **Please attach a copy of the current job description for the adult education director's position.**

There are three possible categories in which your adult education director may be assigned. Please choose the category that reflects your adult education director's assignment. Please remember that the information listed on this report must match the information listed on the Professional Certified Staff (PCS) listing. You may only list one individual as being the adult education director.

You are reminded that adult education directors who are paid 100 percent with funds allocated by the Office of Adult Education may **not** be assigned duties other than that of being the adult education director. For example, a full-time employee who serves as the adult education director but also supervises or assists with programs such as alternative education, vocational education, school-to-work, coaching, or other assigned duties would be listed in Section B of the attached form.

There are five areas of certification that are acceptable for the adult education director. The acceptable areas are 70, 71, 72, 73, or 74. An adult education director may also hold a professional certification in any area and an advanced degree in adult education. No other areas of certification are acceptable.

Adult education directors that are paid 100 percent from funds allocated by the Office of Adult Education are expected to offer adult education classes year round. An abbreviated summer schedule is permitted, if approved by the Office of Adult Education. All adult education directors are required to attend all state-level adult education training sessions sponsored by our office.

Administration of Adult Education Program

Page 2

July 8, 2015

If you have any questions concerning the completion of this report, please call me directly at (803) 734-8348. You may fax this report and the current job description to me at (803) 734-3643 or via email, dstout@ed.sc.gov. If you choose to mail the report, please send it to me:

Dr. David B. Stout
Office of Adult Education
South Carolina Department of Education
1429 Senate Street, Room 908
Columbia, SC 29201

cc: Adult Education Directors