

MEMORANDUM

TO: District Superintendents

FROM: Michael R. King
Assistant Director, Office of Career Readiness

DATE: July 29, 2025

RE: Administration of Adult Education Program

Please use this link [Administration of Adult Education Program 2025-2026](#) to complete a survey verifying your adult education director's areas of certification, assignment status, and salary for the 2025-2026 school year. This survey must be completed no later than August 15. Your 2025-2026 adult education allocation cannot be determined without this information.

There are three status options which your adult education director may be assigned. Please choose the option that reflects your adult education director's assignment. Remember that the information listed in this survey 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 Career Readiness 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, career and technical education, school-to-work, coaching, or other assigned duties would select Option B status.

There are five areas of certification that are acceptable for the adult education director. The acceptable areas are 7B, 7C, 7D, 7E, 70, 71, 72, 73, or 74. An adult education director may also hold a professional education certification in any area with an advanced degree in adult education. No other areas of certification are acceptable.

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

For questions regarding the areas of certification, assignment status, and salary of the district's adult education director, contact Mike King at mrking@ed.sc.gov. If you have any questions regarding the completion of this survey, please contact Jennifer Wheeler at jcwheeler@ed.sc.gov.