

Office Use Only

Name: _____ Social Security # _____

Transcript Review Worksheet

Endorsement # 11-20 Assistant Director for Adult Education

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 applicant shall demonstrate the following:

Academic Study in the Following Areas:

*(Indicate the courses taken on the lines below;
a minimum of 18 credits is required.)*

Fundamentals of educational, business, or public administration/leadership _____

Curriculum management (i.e. curriculum development/supervision/evaluation) _____

School/community/business relations _____

Staff evaluation/development _____

School law _____

Finance or budget management _____

Additional Requirements:

Master’s degree _____

Three 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.) _____

(Please attach a current resume.)