

1.2 The Office of Adult Education Organizational Arrangement



Effective Date: July 1, 2007; titles updated July 1, 2008

Revises Previous Effective Date: N/A

I. Policy:

The Office of Adult Education (OAE) provides leadership for the state's literacy training efforts to help adult citizens obtain the reading, writing, and basic computational skills necessary to participate as contributing members of the workforce and society. OAE, created on July 1, 1988, is a unit of the Technical College System of Georgia (TCSG).

II. Applicability:

This applies to all Adult Education offices and employees associated with the Technical College System of Georgia

III. Related Authority:

O.C.G.A. § 20-4-11, 15, 16, 17, 18, and 19

P.L. 105-220, Section 221

IV. Definitions:

The **Georgia Technical College System of Georgia (TCSG)** is the funding agency for the adult education funds that are distributed in Georgia.

U.S. Department of Education, Office of Vocational and Adult Education (OVAE) is the funding agency for the adult education funds that are distributed to states and territories.

V. Attachments: (Use the back button on your browser to return to this section after viewing an attachment).

[Map of Service Delivery Areas](#)

[Map of Adult Education Program Regions](#)

[Organizational Chart](#)

VI. Procedure:

Office of Adult Education

- The Office of Adult Education facilitates collaboration among state and local entities to improve adult literacy efforts.

Service Delivery Areas

- The Office of Adult Education effectuates its mission through the use of 37 Service Delivery Areas (SDA).
- All of Georgia's 159 counties are included in a SDA which provides service for every county.

Regions

- The state is divided into four distinct regions with Regional Education Coordinators aligned with the Service Delivery Area Program Administrators and their staff to provide immediate access to information, resources, technical support and professional development. This design provides a system to better leverage the knowledge of the field by providing a best practice distribution system across the state.

State-Level Interagency Council on Adult Education

- The Office of Adult Education through TCSG has convened the statewide Interagency Council on Adult Education since the creation of the Department. The Interagency Council on Adult Education facilitates leadership and cooperation among government agencies for the purpose of increasing, improving, and coordinating adult literacy efforts throughout Georgia.
- The lead agency, TCSG, is joined by the Board of Regents, Department of Education, Department of Labor, Georgia Public Broadcasting, Department of Corrections, Department of Human Resources, and the Department of Juvenile Justice. A working committee comprised of designees appointed by department heads from state agencies assists in identifying specific population groups in need of literacy services and is responsible for developing strategies, ideas, and suggestions for review by interagency council members.

State Plan

- The Office of Adult Education submits a comprehensive Five-Year Plan that is updated annually to the U.S. Department of Education, Office of Vocational and Adult Education (OVAE). The plan is composed of many components such as an assessment of needs of Georgians for adult

education and literacy activities, activities that will be offered to target populations, evaluation of eligible local programs with description of performance measures, and assurances.

Strategic Planning

- The Department's annual strategic planning process involves The Office of Adult Education in the setting of long-range strategic goals and objectives in various areas such as technology. The in-depth planning process includes assessment techniques such as research, data analyses, environmental scans and resource needs assessment.

VII. Records Retention:

Records will be maintained according to the Record Retention Chart available in attachment section of Policy 2.3.