1.2 The Office of Adult Education
Organizational Arrangement

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

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).

Adult Education Program Directory
Adult Education Program Regions – Instructional Services Chart
VI. Procedure:

**Office of Adult Education**

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

Traditionally, there has been a direct link from the Governor to the Commissioner to the Deputy and Assistant Commissioners for the Georgia Office of Adult Education.

• **Service Delivery Areas**

The Office of Adult Education effectuates its mission through the use of 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 Grant Program Support (GPS) 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 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 System’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 enrollment and 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.