

MEMORANDUM

TO: District Superintendents
District Finance Directors

FROM: Mike King
Assistant Director, Office of Career Readiness

DATE: May 19, 2026

RE: School District Adult Education Directors

Each summer, the South Carolina Department of Education (SCDE), Office of Career Readiness – Adult Education, collects salary information for district-identified adult education directors through the Administration of Adult Education survey. The Department uses this information to determine whether a district’s adult education director serves in a full-time or part-time capacity and allocates corresponding salary support.

Statewide salary trends for adult education directors are no longer sustainable under this approach. Beginning with the 2027–28 school year, the Department will discontinue use of the Administration of Adult Education survey for the purpose of determining salary allocations. Instead, the Department will base allocations on district-level Census Educational Need data.

Census Educational Need is defined as the number of individuals ages 18 to 64 within a district who did not complete a secondary diploma through a traditional high school. Following a review of the past five years of Census Educational Need data and historical director salary allocations, the Department developed a funding framework to guide district allocations for adult education director salaries.

Census Educational Need	Director Salary Support Amount
10,001 and above	\$90,000
5,001 to 10,000	\$70,000
2,501 to 5,000	\$50,000
0 to 2,500	\$30,000

Examples

- If an adult education program operates in a district with a Census Educational Need of 6,500, the Department will allocate **\$70,000** to support the salary of the adult education director.
- When adult education programs merge, the Department considers the combined Census Educational Need. For example, if one district has a Census Educational Need of 1,520 and a partnering district has a Census Educational Need of 3,941, the combined total is 5,461. In this case, the Department will allocate **\$70,000** to support the director's salary.

Using Census Educational Need data allows the Department to better recognize the unique educational needs of each community while providing districts with flexibility to determine how the director role functions locally.

This framework does not represent a reduction in overall adult education funding. Any remaining funds previously allocated for director salaries will be included in district program allocations and may be used to support approved adult education activities at the local level.

Districts vary in community need and program enrollment. While some districts benefit from employing a full-time adult education director, others may find value in alternative staffing models that maximize leadership capacity and collaboration. Several districts already demonstrate effective practices, such as sharing a full-time director across programs or partnering with neighboring districts to jointly support the role.

For questions or additional information regarding this update, please email Mike King at mrking@ed.sc.gov.