

DIRECTOR OF ADULT EDUCATION

1. BRIEF DESCRIPTION OF POSITION

- 1.1 Under the direction of the Assistant Superintendent, Instructional Services, plans, organizes and supervises all facets of the district's Adult Education Program; ensures that all programs meet both applicable legal requirements and the requirements of the clients in the programs; keeps abreast of existing and new laws or changes affecting Adult Education and related programs.

2. MAJOR DUTIES AND RESPONSIBILITIES

- 2.1 Supervises, coordinates and evaluates the district's Adult Education Program;
- 2.2 Prepares and recommends annual budget, classroom and space needs;
- 2.3 Works with community groups to promote program operations;
- 2.4 Manages the selection, evaluation and purchase of Adult Education textbooks and instructional materials;
- 2.5 Keeps abreast of laws and regulations relating to Adult Education;
- 2.6 Evaluates personnel in the Adult Education Program;
- 2.7 Selects Adult Education personnel and assigns responsibilities as appropriate;
- 2.8 Performs others duties as assigned by the Assistant Superintendent, Instructional Services.

3. OTHER DUTIES AND RESPONSIBILITIES

- 3.1 Coordinates staff development training for instructors in the program;
- 3.2 Coordinates with appropriate instructional division personnel the participation of concurrently enrolled high school students in the program;
- 3.3 Coordinates periodic review of programs and teacher objectives;
- 3.4 Participates in district meetings as appropriate;
- 3.5 Supervises the maintenance of up-to-date record keeping.

4. SUPERVISION EXCERSISED OR RECEIVED

- 4.1 Under the supervision of the Assistant Superintendent, Instructional Services;
- 4.2 Supervises and evaluates Adult Education instructors and all other personnel in the program.

5. MINIMUM QUALIFICATIONS

- 5.1 Appropriate California Administrative Credential;
- 5.2 Master's degree preferred;
- 5.3 Teaching and administrative experience in Adult Education;
- 5.4 Experience in secondary teaching and/or administration;
- 5.5 Valid California Driver's License.

6. EVALUATION

- 6.1 Annually by the Assistant Superintendent, Instructional Services