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