



# Sequoia Union High School District

## Job Description

<b>JOB TITLE:</b>	<b>Director, Adult and Community Education</b>
<b>REPORTS TO:</b>	Superintendent
<b>CLASSIFICATION:</b>	Certificated
<b>REQUIREMENTS:</b>	B.A. (B.S.) and appropriate Administration Credential Three years or more administrative experience in Adult Education Program M.A. degree desirable Bilingual in Spanish, highly desirable
<b>SALARY SCHEDULE:</b>	Management Salary Schedule V
<b>WORK - YEAR / HOURS:</b>	12 months
<b>LOCATION:</b>	Sequoia Adult School
<b>BOARD APPROVAL:</b>	December 4, 2003

### DEFINITION

The Director, Adult and Community Education, is the administrative head of the Department of Adult and Community Education.

### EXAMPLES OF DUTIES

- Develop, coordinate, and evaluate adult and community instructional programs
- Prepare and administer the department budget
- Organize and administer an appropriate publicity and marketing program
- Develop a schedule of classes
- Recruit and assign certificated staff for the instructional program
- Supervise and evaluate certificated and classified staff assigned to the department
- Supervise the maintenance of required records and the preparation of required district, state, and federal reports
- Maintain a course outline of subjects offered and secure approval from district, regional, and state agencies as required
- Prepare and submit application for funds from state, federal, and private sources

- Develop appropriate adult education program to meet the changing and diverse needs of the
- Provide entrepreneurial leadership in the development of partnerships within the community
- Supervise the department's use of school facilities, coordinating this use with other groups and agencies
- Attend governing board's meetings as required and attend and preside over such other meetings as the Superintendent designates
- Represent the district at appropriate county, regional, and state meetings
- Plan and administer an appropriate in-service training program
- Provide for adequate inventory of property and accept responsibility for the security of and accountability for that property
- Organize and facilitate WASC process and implement recommendations
- Perform such other tasks and assume such other responsibilities as the Superintendent may designate