

**Sequoia Union High School District
Job Description**

Adult School Assistant Director

LEVEL: **Certificated Management**
SALARY PLACEMENT: **Certificated Management Salary Schedule**
WORK YEAR: **222 days**

JOB SUMMARY

Under the supervision of the Director of Adult School, the Assistant Director plans, supports and supervises instruction; manages schedules of classes and documentation of personnel assignments; works with faculty, curriculum specialists and counseling staff to support instruction and student advisement; assists in promoting adult education and documenting its impact on adult learners; builds connections with the SUHSD community; and develops pathways for adult learners with local community colleges, employers, and other adult schools.

ESSENTIAL FUNCTIONS

1. Assists in the organization of Adult School course offerings and in the preparation of course schedules for assigned programs.
2. Oversees Adult School program compliance with Federal, State, and District mandated accountability requirements for adult education programs.
3. Facilitates intake processes for new students and supports students transitioning from district schools into the Sequoia Adult School.
4. Assists in supervising school attendance policies and procedures.
5. Leads efforts to implement the WASC Action Plan.
6. Organizes and leads professional development aimed at improving instruction and implementing instructional technology.
7. Collects, analyzes, and reports relevant data about students and their learning and works with staff to improve programs based on the analysis.
8. Works collaboratively as requested with members of the regional consortium for adult education, community colleges, and with other organizations.
9. Assist in development and management of new programs on or off site.
10. Assists and organizes the initial steps of recruitment and the recommendation of qualified adult education certificated personnel.
11. Represents the Adult School Director during his/her absence from the school, and shares responsibility for providing coverage during evening hours.
12. Engages with the community to promote programs and recruit students

13. Develops and manages assigned budgets, grants and special funds and coordinates efforts to write WIOA and other grant applications.
14. Assists with personnel management, including hiring and evaluation and evaluates personnel as assigned.
15. Manages and deploys technology used at the school including training teachers on the use of instructional technology.
16. Remains well-informed of trends, technology, best practices, legislative changes and legal issues in assigned areas of responsibility.
17. Assists in supervising the safety and security of the students, buildings, and grounds.
18. Performs other related duties as assigned.

REQUIRED QUALIFICATIONS

1. Must possess or be eligible for the appropriate administrative services credential.
2. Must have five (5) years of experience in an adult education program or its equivalent.
3. Must have demonstrated leadership experience within the past three (3) years,
4. Must possess a valid California Driver's license.
5. Must have the ability to work during the evenings.

DESIRED QUALIFICATIONS

1. Masters and/or a Ph.D./Ed.D. Degree is desired.
2. Bilingual/biliterate in Spanish.

KNOWLEDGE, SKILLS, AND EXPERIENCE

1. Knowledge of adult education and a passionate belief in SUHSD's commitment to instructional leadership as leverage to educating adults in the community.
2. Working knowledge of rules and regulations governing adult school program.
3. Experience with Western Association of Schools and Colleges (WASC) accreditation.
4. Knowledge of the College and Career Readiness Standards and English Language Proficiency Standards.
5. Ability to lead professional development and influence and motivate staff to improve their practice.
6. A proven record of preserving when working across multiple functions and roles within an organization to achieve goals.
7. Demonstrated ability to drive educational program improvement.
8. Proficient in the use of instructional technology including Canvas, Google Apps and databases such as TopsPRO, ASAP, CommunityPro.
9. Ability to communicate well, both orally and in writing, with staff, administrators, managers, vendors and the community.
10. Ability to plan and implement projects, prepare reports, etc.

11. Excellent time management skills including the expertise to identify and set priorities for work assigned and meet required deadlines.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

1. Requires vision (which may be corrected) to read small print.
2. Requires the mobility to stand, stoop, reach and bend.
3. Requires mobility of arms to reach and dexterity of hands to grasp, and manipulate small objects.
4. Perform work, which may require sitting for prolonged periods.
5. Is subject to inside and outside environmental conditions.
6. May be required to work at a computer terminal for prolonged periods.
7. May be require to work evenings and weekends.
8. Will be required to attend periodic evening meetings and travel within and out of the District boundaries to attend meetings.
9. Must have a valid California driver's license and be insured.
10. Must own a reliable vehicle for transportation as needed.