



Sequoia Union High School District

Job Description

JOB TITLE:	Adult School Director
ADMINISTRATIVE RELATIONSHIP:	Reports directly to the superintendent or designee
CLASSIFICATION:	Certificated Management
REQUIREMENTS	B.A./B.S; Administrative Services Credential
SALARY SCHEDULE:	Management Salary Schedule; Level IV
WORK - YEAR / HOURS:	222 days
LOCATION:	Adult School
BOARD APPROVAL:	June 14, 2017

BRIEF DESCRIPTION OF POSITION

The Director is responsible for the daily operations of and future planning for the adult education program including: development, implementation, evaluation and improvement of programs; scheduling, hiring and supervision of employees; preparation and administration of the budget; and other duties connected to the administration of the adult school.

DUTIES AND RESPONSIBILITIES

1. Develops, coordinates, and evaluates adult school instructional programs.
2. Develops appropriate adult education programs to meet the changing and diverse needs of the adult community.
3. Develops a schedule of classes.
4. Maintains a focus on student learning and results.
5. Supports district schools and programs by offering credit recovery classes and high school equivalency and college/career pathway options for students.
6. Monitors student and program assessment procedures.
7. Provides entrepreneurial leadership in the development of partnerships within the community.
8. Evaluates programs and make recommendations for improvement.
9. Maintains a course outline of subjects offered.
10. Represents the district as needed at county, regional and state meetings.
11. Assists in labor management negotiations as directed by the Assistant Superintendent of Human Resources.
12. Manages personnel activities including: recruiting and hiring of both classified and certificated employees; maintaining personnel records; evaluating certificated employees; evaluating classified employees; ensuring the availability of appropriate professional development; etc.
13. Prepares and submits applications for funding from state, federal and private sources.
14. Ensures the preparation and filing of required district, state and federal reports.
15. Facilitates the management of student records.
16. Develops and administers publicity and marketing programs.
17. Organizes and facilitates the WASC accreditation process and implement recommendations.
18. Ensures appropriate care of the facilities of the Adult School and coordinates use with groups and agencies.
19. Communicates with other administrators, State and local agencies, and outside organizations to

- coordinate activities and programs, resolve issues and conflicts and exchange information.
20. Works with community members and school related organizations in maintaining positive school-community relations.
 21. Participates in the San Mateo County's AB86 Consortium.
 22. Coordinates program offerings with local community colleges, universities, technical schools and certification programs to increase student access to career based certification and college credits.

QUALIFICATIONS

- Strong interpersonal skills to collaborate, communicate and innovate with others
- Knowledge of research based adult learning academic and career pathway programs
- Knowledge of career technical education and career pathways, and work based learning
- Knowledge of instructional supervision techniques
- Knowledge of effective technology for digital age
- Knowledge of Adult School policies at Federal, State and Local level
- Demonstrated ability to successfully manage site budget and grants
- Ability to demonstrate leadership and develop leadership in others
- Effective writing and public speaking skills with ability to motivate and persuade others
- Ability to establish partnerships with internal and external organizations
- Ability to use data to inform your planning and instructional programming
- Ability to work at the Adult Education Consortium level.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability sufficient to enable communication by telephone and in person.
- Manual dexterity sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).
- Physical ability to reach, bend and grasp in order to file and retrieve materials.
- Physical ability to sit or otherwise remain stationary at work post for long periods.

OTHER REQUIREMENTS

May require a valid California Driver License, and willingness and ability to travel to various sites within the Bay Area.