

STOCKTON UNIFIED SCHOOL DISTRICT

ASSISTANT PRINCIPAL, ADULT EDUCATION

DEFINITION

Provide educational leadership by assisting in the overall management of the School for Adults; assume responsibility for the effective administration and operation of the evening program; and perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Principal of Adult Education and exercises general supervision over certificated and classified personnel.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Assist in the development of effective instructional programs, including the supervision and evaluation of teachers and the design of appropriate curricula
- Share responsibility for staffing, overseeing and evaluating classified personnel
- Assume administrative responsibility for the evening program. Provide leadership and supervision to part-time staff members
- Provide instructional leadership in the areas of curriculum implementation, staff development, and teacher training activities
- Assist in the preparation of financial and other reports as required by the District and the State Department of Education
- Act as principal in his/her absence
- Monitor student activities to ensure acceptable standards of student conduct
- Monitor adult education classes at other Stockton Unified School District school sites and locations
- Share in administering educational services including textbook selection and testing
- Serve as school spokesperson in the community, working with parent and community groups to promote the adult education program
- Work with the comprehensive high schools, the alternative high school, and the Charles M. Weber Institute of Applied Sciences and Technology to develop programs to meet additional student academic needs
- Attend professional meetings and review current literature to keep abreast of current policies and practices pertaining to adult education
- Assist in establishing classes for parents and concurrently enrolled high school students at other district schools
- Serve as a liaison with social service agencies as they affect students
- Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- Techniques and methods of direct and in-direct supervision
- Needs, concerns, interests and problems of the varying groups with the community served by the School for Adults

- Record keeping practices including those needed for budget administration, attendance and overall administration
- Policies, regulations, laws and guidelines pertinent to adult education
- Collective bargaining and principles of labor relations management and working with unions

Ability to:

- Adapt to a flexible schedule involving working two evenings per week (currently Tuesday and Thursday evenings)
- Communicate effectively with a wide variety of people, both orally and in writing
- Assess a problem situation and choose the most appropriate and responsible course of action
- Make sound decisions based on the process of evaluating, determining and selecting alternatives
- Analyze programs and suggest procedures which will improve educational programs offered by the School
- Demonstrate human relation skills, especially treating staff and students in a caring, responsive and professional manner
- Act as a spokesperson for the School for Adults to gain support and cooperation from District and community groups
- Organize and direct activities, groups, calendars and projects
- Physical capability sufficient to perform job tasks

Experience and Education:

- Three (3) years of teaching experience
- Master of Arts or advanced degree of equivalent standard from a recognized college or university
- Prior administrative experience or recent adult education experience is desirable

License or Credentials:

- Teaching credential
- Appropriate administrative credential
- First Aid and CPR certificates must be obtained within sixty (60) days from the date of hire
- Possession of a valid California driver's license

Salary Placement:

United Stockton Administrators
Range 08
206 Work Days