

STOCKTON UNIFIED SCHOOL DISTRICT

PRINCIPAL, ADULT EDUCATION

DEFINITION

Assume responsibility for the effective administration and operation of the School for Adults throughout the year; insure proper relationships with community, parents, students and other educational levels; and perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Secondary Education and exercises direction over certificated and classified adult education personnel.

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

- Provide administrative leadership for the School for Adults. Establish rules and procedures for the operation of the programs and classes. Coordinate the programs and classes with District activities and requirements
- Plan the adult school curriculum and schedule the courses. Incorporate into the program current priorities of those who attend the school. Include program areas such as pre-school education, English as a second language, basic education, school graduation courses, pre-vocational and vocational, and community staff, and adult groups to determine educational needs of community.
- Recruit, select and supervise the large and diverse staff of the School for Adults. Utilize the services of the Personnel Office when appropriate. Evaluate the staff performance and submit evaluation reports.
- Promote the School for Adults in the community. Direct publicity, using radio spots, newspaper articles and other available media resources.
- Plan, write, administer and supervise State and Federal programs for adult education. Incorporate these programs into the curriculum. Monitor and review all government laws and relations, which pertain to adult education. Actively seek to obtain grant monies for programs, which meet the needs of the adult community. Ensure that all funded programs are properly implemented.
- Provide leadership and supervision to the adult guidance program. Develop guidelines for the control of pupils, and ensure that these guidelines are followed
- Assume responsibility for the fiscal administration of the School for Adults
- Coordinate funding sources, prepare and control the budget
- Supervise the maintenance and preparation of fiscal and administrative records, including payroll and attendance
- Attend professional meetings pertaining to adult education to share approaches to problem solving and learn from other adult school leaders
- Represent the School for Adults before the district management and the Board of Education
- Participate in meetings and activities of the Management Team
- Maintain informal contact with students
- Review current literature and keep abreast of current trends in adult education.
- Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- Techniques and methods of effective public relations and publicity
- Community resource organizations
- Techniques and methods of direct and indirect supervision
- Needs, concerns, interests and problems of the varying groups within the community served by the school
- Curriculum, instructional approaches, strategies and materials and current trend in education
- Record keeping practices including those needed for budget administration, evaluations and overall administration
- Employer/employee relations and collective bargaining process
- Policies, directions, regulations, laws and guidelines pertinent to the administration of the school's educational programs and activities

Ability to:

- Conceive, develop and implement new courses and modify existing courses to meet the needs of the students
- Communicate effectively with a wide variety of people including staff, parents and students, both orally and in writing
- Assess a situation and choose the most appropriate and responsible course of action
- Make sound decisions based on the process of evaluating, determining and selecting alternatives
- Assess other people's needs and incorporate them into day-to day decision making
- Recognize problem areas and take corrective action
- Maintain control and objectivity during stressful situations
- Coordinate a school program with the needs of the students and the given resources
- Maintain control over the school and students' activities through development and implementation of guidelines
- Delegate responsibility and tasks, oversee their administration and provide necessary input
- Plan, organize and chair meetings
- Exercise leadership through the use of organizational, supervisory and interpersonal skills
- Prepare and administer a budget and resolve educational needs within its confines
- Physical capability sufficient to perform job tasks

Education and Experience:

- Master's or advanced degree from an accredited college or university
- Three (3) years of teaching experience
- A minimum of two (2) years of administrative experience as a assistant principal or higher administrative position

License or Certificate:

- Teaching credential and the appropriate administrative and/or supervisory credential
- First Aid and CPR certificates must be obtained within sixty (60) days from the date of hire

- Possession of valid California driver's license
- Principal, Adult Education – Page 3

Salary Placement:

United Stockton Administrators

Range 04

217 Work Days

Revised: 03-28-00