

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: PRINCIPAL-ADULT AND COMMUNITY EDUCATION**

#### **BASIC FUNCTION:**

Under the direction of the Associate Superintendent, Secondary Education and the Director of Career/Technical Education, College and Career Readiness, Charter plan, organize, direct and control the overall operation of the adult education program and all related services, including development of courses, schedules and curriculum; supervise adult school certificated and classified staff; supervise and manage adult education programs; coordinate and manage local community and business partnerships, child care programs and other related programs; assure a safe and positive learning environment for the students and staff.

#### **ESSENTIAL FUNCTIONS:**

Provide leadership and oversight to the adult education program in accordance with the policies and regulations of the Governing Board, the State Department of Education, Education Code, and Federal regulations relative to special projects.

Plan, organize, direct, and evaluate instructional activities and plant operations at all sites for all programs included under the auspices of adult education; confer with district office personnel regarding staff, programs, students, budgets and legal requirements; implement and evaluate the school's mission, vision, goals, objectives and programs as needed.

Determine adult, correctional, and community education needs of the school through study and analysis of individual and group requests for classes; survey educational needs; consult with other professional educators, civic, business, industrial and labor organizations, and advisory committees on adult education.

Enforce applicable state, federal, county and district codes, policies and laws.

Administer district and school site discipline and intervention policies and safety programs.

Plan and direct the business operations of school; develop and administer site budgets; assure proper allocation of funds for instructional and non-instructional equipment and materials.

Assure the health, safety and welfare of students; oversee attendance, behavior management, and other student support services; provide individual academic guidance to students.

Coordinate the maintenance and operation of the school plant; assure proper management, maintenance and inventory of materials, equipment, buildings and grounds; maintain appropriate files pertaining to school operations, financial information and contracts.

Train, supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary action.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts, and exchange information.

Direct the implementation of staff development and inservice training, update staff on revised policies and procedures and implement changes.

Direct the preparation and maintenance of a variety of district, county, state and federally-mandated records and reports regarding assigned activities, personnel, student attendance, welfare, discipline, safety, academic achievement, certification for graduation and others as directed.

Assure compliance with grant or privately funded program rules, regulations and policies for WIA I, II and all other county, state and federal grants, short-term and/or annual, managed by adult education.

Implement various fee-based programs and activities designed to enhance the core apportionment-and grant-funded educational programs.

Plan, implement, review, and revise the adult school curriculum to meet the current needs of students; utilize resources to align all adult education programs with state and federal content standards; assist in the development of course outlines and in the selection and securing of instructional materials, supplies and equipment.

Develop and direct a plan of educational guidance, programming and registration to serve the students enrolled in the assigned school; maintain the school as a community center for information and referral of adult students.

Plan, initiate and maintain a public relations program to inform the community about the adult continuing education program through regular channels of communications media; make extensive use of individually designed flyers, news releases, brochures, websites and social media outlets

Coordinate and collaborate with community agencies regarding shared use of facilities such as school sites, libraries, playgrounds, parks, community centers, jails, hospitals, churches and other public schools.

Recruit and recommend instructors who have the specialized qualifications necessary to teach all adult classes; oversee instructors at the central school and in branch locations; visit classrooms and all other instructional areas to observe instruction; schedule teacher conferences.

Train, supervise and evaluate the performance of all assigned personnel.

Attend district-level meetings as applicable.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Comprehensive organization, activities, goals and objectives of a district adult school and related community services.

School law administration and applicable sections of the State Education Code and other applicable laws. State and local curriculum requirements.

Board and District policies, procedures and regulations.

Labor relations law and employee contracts.

State plant facility requirements.  
Budget preparation and control.  
Principles and practices of administration, supervision and training.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Public speaking techniques.  
Basic computer operation.

**ABILITY TO:**

Plan, organize and direct the operations, plant and personnel of an adult school.  
Organize, direct, evaluate and supervise assigned certificated and classified staff.  
Direct activities regarding personnel, the physical plant, budget, student services and activities, curriculum and instruction, and communications and articulation.  
Train, supervise and evaluate certificated and classified personnel.  
Plan and direct the budget and business operations of the school.  
Establish, coordinate and maintain communication with community and parent groups.  
Plan, implement, direct and evaluate instructional and categorical programs in accordance with applicable laws.  
Plan and organize work.  
Analyze situations accurately and adopt an effective course of action.  
Complete work with many interruptions.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Communicate effectively both orally and in writing.  
Prepare and deliver oral presentations.  
Maintain consistent, punctual and regular attendance.  
Hear and speak to exchange information and make presentations.  
See to monitor students and read a variety of materials.  
Move hands and fingers to operate a computer keyboard.  
Sit or stand for extended periods of time.  
Bend at the waist, kneel or crouch.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: master's degree in education or related field, and five years of secondary or adult education experience, including at least two years in an administrative capacity.

**LICENSES AND OTHER REQUIREMENTS:**

California Teaching or PPS Credential.  
California Administrative Credential.  
Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office, school, jail and other training locations in the community.  
Constant interruptions.  
Driving a vehicle to conduct work.