

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## POSITION DESCRIPTION

**JOB TITLE:** Director of Adult and Community Education

**APPROVED:**

**REPORTS TO:** Deputy Superintendent of H.R. and Instruction<sup>[k1]</sup>

**CLASSIFICATION:** Certificated Management

**SALARY:** Range 4 on the Administrative Salary Schedule

**WORK YEAR:** 222 Work days; 15 scheduled holidays; 21 non-work days

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**SUMMARY:** The Director of Adult and Community Education shall report to the Deputy Superintendent of Human Resources and Instruction, and shall be responsible for the overall planning, organization, administration, and evaluation of the Adult School program. S/he shall recommend program teachers, and classified personnel in the program; provide leadership for a comprehensive adult education program that serves the needs of the entire District community; provide continuing analysis of the community as a basis for long-range program development; and provide for continuing evaluation and assessment of programs, personnel, and organizational structure to further the District and community objectives of the program. S/he shall develop, implement, and coordinate curriculum for English-as-a-Second-Language<sup>[k2]</sup>; shall be responsible for coordinating the secondary summer school program<sup>[k3]</sup>; and, will perform other duties as assigned<sup>[k4]</sup>.

### ESSENTIAL FUNCTIONS:

- Demonstrate knowledge prescribing the provision of adult education in California, including community collaborations.
- Possess the ability to work collaboratively with multi-agency change initiatives.
- Possess the ability to support collaborative planning, implementations, and momentum of school improvement.
- Build, lead, and communicate a comprehensive and inclusive vision for student learning.
- Demonstrate knowledge and skill necessary to lead and manage a diverse and complex school.
- Maintain a forceful advocacy for the academic success of all students.
- Augment the continuous growth of faculty and staff members through a comprehensive professional development program.
- Provide for continuous evaluation and assessment of programs, personnel, and organizational structure.
- Direct, supervise, and evaluate all staff members.
- Demonstrate strong written and verbal communication skills.
- Provide for the communication of District policy to the total community served by the school.

- Possess the qualities needed to be quickly accepted as the school's instructional leader by the school staff, community, District administrators, and Board of Trustees.
- Possess a broad understanding of modern-day instructional testing and assessment methods; including those most applicable to adult learners.
- Provide a strong, positive outlook on the role of public education; specifically K-12 adult education.
- Knowledge and experience building college and career pathways.
- Inspire the school community.

## **QUALIFICATIONS:**

### **Education/Training Experience**

- Demonstrated leadership performance within the past five years, particularly in one or more areas of curriculum development and leadership, student behavior modification, attendance supervision, staff development, and budget preferred.
- Valid California Administrative Services Credential or equivalent.
- Secondary teaching credential.
- Masters and/or doctorate degree.
- Ability to manage many budgets and relate instructional programs to financial resources.
- Excellent verbal and written skills.
- Ability to multi-task in a busy environment.
- Demonstrated ability to provide leadership in a cooperative manner in order to encourage teacher and community participation
- A broad and in-depth knowledge of instructional procedures, techniques, and material; particularly those designed for adult learners.
- Experience in developing and implementing effective procedures for the evaluation of educational programs.
- Knowledge and experience with effective evaluation practices of certificated and classified personnel.
- Intellectual and emotional capacity to provide educational leadership to professional staff and community in general.
- Possession of a valid California Drivers License.

### **Physical Demands/Working Conditions**

- Ability to sit for long periods of time.
- Eyesight sufficient to read fine print.
- Manual dexterity and coordination sufficient to operate a computer keyboard and calculator.
- Physical stamina to stand, reach, bend, lift, kneel, and squat.
- The ability to lift up to 20 pounds.
- Tolerate noise level in working environment.
- Good health and stamina appropriate to the position (medical exam within past six months, upon request).

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.