



SAN MATEO UNION HIGH SCHOOL DISTRICT

POSITION DESCRIPTION

JOB TITLE: Assistant Director of Adult and Career Education

REPORTS TO: Director of Adult and Career Education **SITE:** Adult School

CLASSIFICATION: Certificated Administrator **WORK YEAR:** 221 Days

SALARY: Administrator/Manager Salary Schedule **EFFECTIVE DATE:**

APPROVED BY THE BOARD OF TRUSTEES:

JOB SUMMARY:

Under the direction of the Director of Adult and Career Education, the Assistant Director assists in the administration, development, implementation, evaluation, and improvement of the school's curricular, co-curricular and extra-curricular programs; acts on the Director's behalf when so directed; and assigned to regular evening duties.

ESSENTIAL FUNCTIONS:

- Develops, implements, monitors, and evaluates school curriculum and instruction and the guidance program
- Develops and coordinates professional development and school improvement efforts
- Develops, supervises, and coordinates test and measurement activities
- Assists teachers in adjusting classroom and teaching procedures suitable to their students
- Provides leadership in instructional technology
- Develops and manages assigned budgets, grants and special funds
- Coordinates admission of special education students and programs on campus
- Develops articulation programs
- Acts as a liaison with several community agencies
- Assumes responsibility for aspects of graduation ceremonies
- Works with students to overcome barriers to student success in transitioning to college or postsecondary education
- Develops Career/College Pathways and short term credential programs
- Develops connections to workplace including job shadows and internships
- Serves as liaison to the alternative high school, Probation Officers and Safety Advocates
- Assumes primary responsibility for campus safety and student welfare
- Coordinates WASC process
- Develops Professional Development resources
- Assumes supervision and evaluation of personnel, including hiring of staff, in one or more of the following departments:

- ESL – (English as a Second Language)
- Adult Secondary Education (High School Diploma, GED, Concurrent Enrollment)
- Active Adults Program and Adults with Disabilities
- CTE (Career Technical Education)

QUALIFICATIONS:

Education/Training Experience

- Valid California Administrative Services Credential or equivalent
- Secondary or Adult teaching credential
- Three or more years of successful high school or Adult School teaching experience
- Master's and/or doctorate degree
- Budget management
- Excellent verbal and written skills
- Ability to multi-task in a busy environment
- Working knowledge of Consortium activities
- Regularly scheduled evening hours
- Demonstrated leadership performance within the past five years, particularly in one or more areas of curriculum development and leadership and professional development
- Spanish speaking desired

Physical Demands/Working Conditions

- Eyesight sufficient to read fine print
- Ability to sit for long periods of time
- Manual dexterity and coordination sufficient to operate a computer keyboard and calculator
- Physical stamina to stand, reach, bend, lift, kneel, and squat
- Ability to lift up to 20 pounds
- Ability to tolerate moderate noise level in working environment
- Good health and stamina appropriate to the position

OTHER REQUIREMENTS:

- Maintain a valid California Driver License
- Department of Justice fingerprint clearance
- Evidence of Tuberculosis clearance

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable federal, state and local laws.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.