

Escondido Union High School District Job Description

Job Title: Adult Education Assistant Principal
Employee Unit: Management
FLSA Status: Exempt
Salary Level: Range 35
Work Year: 210 days
Approved By: Governing Board
Approved Date: 08/17/99

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Administrative Credential. Valid California driver's license.

SUMMARY

Serves as part of the administrative team to manage and supervise a large Adult Education/ROP program. Duties and responsibilities herein will be divided between two Assistant Principals at numerous school sites.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Directs and coordinates campus supervision to assure rules are carried out and safety observed..

Writes and monitors grants and oversees grant projects.

Assists in the supervision and evaluation of all adult school personnel, as assigned, observing activities, meeting with teachers, writing goals, completing evaluation forms and adhering to timelines of collective bargaining agreement.

Assists in providing in-service training for teachers in assigned curriculum areas.

Supervises and coordinates student registration and maintenance of student records by conducting intake interviews, reviewing transcripts, discipline and attendance records for all potential students to ascertain appropriates of adult school.

Provides for the administration of pupil assessment procedures and interpretation of the resulting data.

Oversees guidance, ABE, ESL, ROP, GED, Diploma and other program areas.

Supervises and coordinates testing programs.

Participates in community based organizations and promotes positive relations between the

school, business and community.

Assists in the supervision of community based educational programs.

Works with faculty and community advisory committees.

Assumes operation charge in the absence of the principal.

Oversees custodial operations to assure buildings are maintained and cleaned.

Oversees site safety committee, assuring appropriate reports are submitted in a timely fashion.

Reviews requisitions for purchase of supplies, equipment and personnel.

Plans Graduations.

SUPERVISORY RESPONSIBILITIES

Supervises clerical, custodial, security and certificated staff as assigned. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

Completion of a fifth year college or university program and a minimum of five years experience in an Adult Education setting is preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw valid conclusions; to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Working knowledge of Microsoft computer applications, including Microsoft Word, Excel, GroupWise.

PHYSICAL DEMANDS The physical demands described here are representative of those that

must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

COMMENTS

As part of the administrative team of an school, the individual assigned to this position must be committed to district goals and objectives, must work cooperatively with other administrators, must demonstrate a firm but caring regard for students, and must present a professional appearance.