

## **Escondido Union High School District Job Description**

Job Title:	Adult Education Principal
Employee Unit:	Management
FLSA Status:	Exempt
Salary Level:	Range 39 (219 days)
Approved By:	Board of Trustees
Approved Date:	08/17/99
Revised Date:	02/14/17

### **NATURE OF WORK**

Directs and coordinates the educational, administrative and counseling activity of the Adult Education program by performing the following duties personally or through subordinate supervisors.

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

Develops and evaluates the Adult Education program to ensure conformance to state, federal and school board standards.

Develops and coordinates education program objectives through identified community need, labor market information and input from staff and other community stakeholders.

Works with Human Resources to recruit instructors including the attainment and clearing of appropriate credentials.

Serves on the Leadership Council of the Education to Career Network, Adult Ed Block Grant Consortium, and appropriate workgroups in order to establish and coordinate educational services among member adult schools and Palomar Community College.

Conducts the timely evaluation of all certificated and classified staff, either personally or through assistant principals, in compliance with collective bargaining agreements.

Oversees the preparation and production of Adult Education marketing materials including catalogs, written collateral materials, social media and website coordinated with the Education to Career Network.

Oversees instructional technology and technology maintenance to assure district standards are maintained and decisions are made according to both the adult school and district technology plan.

Attends conferences and participates in webinars sponsored by professional organizations and other resources in order to keep current with emerging issues in Adult Education including legislation and requirements to assure compliance with state and federal regulations.

Develops budgets for state, federal and fee-based programs including the establishment of fee

schedules and the completion of appropriate expenditure reports.

Serves as chief test administrator for Pearson-Vue, Educational Testing Service (ETS) and Certiport.

Serves as Workforce Innovation Opportunities Act (WIOA) administrator and coordinator.

Meets with administrative, certificated, and classified personnel to disseminate information regarding program objectives and to ensure that program goals are met.

Establishes operational policies and procedures.

Reviews program progress and data analysis reports to ensure that objectives are met.

Approves requisitions for purchase of supplies, equipment and personnel.

Directs activities of administrative staff.

Engages and maintains relationships with business partners and community based organizations.

Participates in district administrative meetings and functions.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Manages assistant principals, teachers, clerical support, custodial and security staff. Is responsible for the overall direction, coordination, and evaluation of this unit. 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.

### **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.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California Administrative Credential

Valid Teaching Credential

Valid driver's license, automobile registration and automobile insurance

### **EDUCATION and/or EXPERIENCE**

Fifth year college, Master's Degree, and/or university program certificate; and two to four years of experience in Adult Education

### **ABILITY TO**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and

articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Ability to work with mathematical concepts such as probability and statistical inference, budget and reports. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability 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.

### **KNOWLEDGE**

Working knowledge of Microsoft computer applications, including Microsoft Word, Excel, PowerPoint and MS365.

### **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 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth, 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.

The work environment is generally an indoor office setting with occasional work conducted at indoor lab, shop, kitchen, or work settings, and/or outdoor learning environments with exposure to heat, noise, and machinery. The noise level in the work environment is usually quiet with some exposure to moderate and high noise settings.

### **COMMENTS**

The Principal of the Adult Education in the Escondido Union High School District is expected to interact favorably with the community, administrators, board members, certificated and classified personnel at all levels, and to maintain a professional and caring attitude toward staff and students. As the Instructional Leader and school site manager, the Principal is expected to delegate and oversee all operations of the school, advocating and demonstrating a student-centered, business based management style that creates and maintains a safe environment to student achievement.