

## Sweetwater Union High School District

### DIRECTOR OF ADULT EDUCATION

#### Purpose Statement

The job of Director of Adult Education is done for the purpose/s of implementing and maintaining the adult education programs and services in compliance with the District, State and Federal guidelines; directing the development and evaluation of adult education curricula; serving as a resource to other District personnel, the Board and other departments; and maintaining adequate staffing to ensure that objectives of programs/services are achieved within budget and comply to the District's goals.

#### Essential Functions

- Implements and administers Board Policies, federal and state laws, California Department of Education regulations and the Division of Adult Education Master Plan for the purpose of providing direction and/or complying with mandated requirements.
- Monitors adult education program/services for the purpose of ensuring stated outcomes are achieved, relevant policies and procedures are met, and services are efficiently provided within budgetary guidelines.
- Provides leadership, direction, supervision, mentorship and support for principals, assistant principals and resource/instructional leaders for the purpose of evaluating relevant programs/services, ensuring compliance with relevant requirements, taking appropriate actions, and/or responding to requests.
- Directs the implementation of existing and new programs/services through a combination of delegation and personal involvement (e.g. development, administration and evaluation of instructional offerings, curriculum, staffing and student services) for the purpose of ensuring new programs/services are provided within established timeframes in conformance with all related requirements.
- Develops long and short range plans in relation to adult education programs and administrative responsibilities (e.g. policies, procedures, staffing, materials, equipment, space requirements, marketing plan, course offerings, class schedules, industry partnerships, etc.) for the purpose of ensuring organizational objectives are achieved in the most efficient and timely manner.
- Compiles data from a wide variety of sources (e.g. staff, public agencies, state and federal compliance organizations, etc.) for the purpose of analyzing issues, ensuring compliance with various policies and procedures, and/or monitoring program components.
- Advocates and supports legislation for the purpose of benefiting both the District and adult education programs.
- Oversees assigned program and/or departmental responsibilities (e.g. budgets, recruitment of faculty and students, ) for the purpose of achieving outcomes in relation to organizational objectives, and ensuring conformance with legal, financial and district requirements.

- Performs personnel administrative functions (e.g. mentoring, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Researches information required to manage assignments including reviewing relevant policies, current practices, staffing requirements, financial resources, etc. for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.
- Serves on advisory boards at the state level for the purpose of facilitating Adult Education planning, accountability, legislation and professional development.
- Presents information on a variety of topics related to administrative responsibilities (e.g. financial information, overviews of programs/services, policies and procedures, etc.) for the purpose of providing general information, training others, implementing actions, etc.
- Facilitates and participates in meetings that may frequently involve a range of issues (e.g. personnel actions, financial procedures, regulatory requirements, community involvement, actions involving outside agencies, interdepartmental needs, etc.) for the purpose of identifying appropriate actions, developing recommendations, supporting other staff, and serving as a District representative.
- Prepares a wide variety of often complex materials in written and electronic formats (e.g. assessments, plans, budgets, funding requests, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: application of pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; principles and practices of adult education program development, administration and evaluation.

ABILITY is required to organize a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives. Specific abilities required to satisfactorily perform the functions of the job include: providing leadership, direction, and team building; communicating with persons of varied educational and cultural backgrounds; establishing and maintaining effective working relationships within the community with individuals from diverse professional backgrounds; working independently under time constraints to meet deadlines and schedules; organizing and communicating information and concepts; setting priorities; working as part of a team; analyzing situations and making accurate decisions; working with multiple projects; dealing with frequent interruptions and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under a generally hazard free environment.

### **Education/Experience**

Master's degree from an accredited college or university in educational leadership or related to the field of education or adult education required. A minimum of five years of experience in school district administration or in organizations related to education (i.e. institutions of higher learning) is required. Experience as a site administrator is desirable and experience in adult education is preferred.

**Required Testing**

None Specified

**Certificates & Licenses**

Valid California Driver's License  
California Teaching Credential  
California Administrative Services Credential or  
Certificate of Eligibility

**Continuing Educ./Training**

None Specified

**Clearances**

Pre-placement Physical Exam; TB Clearance;  
and Criminal Justice Fingerprint/Background  
Clearance.

*Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person group with one or more of these actual or perceived characteristics." SUHSD Board Policy 0410*

*Management Job Description  
Adopted by BOT 06/30/14*

*Salary Range: 1*