



**ASSISTANT PRINCIPAL
ADULT & CONTINUING EDUCATION**

Board Revision Date: 03/09/11

BRIEF DESCRIPTION OF POSITION:

Under the direct supervision of the Principal of Adult and Continuing Education and Adult Summer School, the Assistant Principal carries out assigned duties related to adult school continuing education, and summer school programs.

MAJOR DUTIES AND RESPONSIBILITIES:

- a. Provides assistance in the determination of the adult education needs and conduct, when necessary, community surveys. **E**
- b. Assists with the adult education advisory committees. **E**
- c. Assists in the development of course outlines, class schedules, course catalogs, and curriculum revision for adult education and summer school teachers. **E**
- d. Assists in the evaluation, supervision and staff development of teachers in the adult education and adult summer school programs. **E**
- e. Assists with the coordination of the school's categorically-funded programs, operations and budgets, including planning and implementation of state and federally funded programs such as Migrant Education and Vocational Educational. **E**
- f. Assists, monitors and facilitates the WASC accreditation process for adult school. **E**
- g. Assists in maintaining a strong program of public relations. **E**
- h. Assist with the marketing, sales, advertising of adult education programs and courses. **E**
- i. Assist with the coordination and supervision of the counseling and guidance programs. **E**
- j. Assist with the development and implementation of a school safety/disaster plan. **E**
- k. Assist with the supervision at the adult school to provide a healthy educational climate. **E**
- l. Performs such additional duties as assigned by proper authority.

REQUIREMENTS

WORK YEAR:	Certificated Management Calendar, Duties may include working split shifts and evenings.
CREDENTIAL:	Current valid California teaching credential; current valid California administrative credential.
EDUCATION:	Master's degree or equivalent.
EXPERIENCE:	Three years of successful teaching desirable; combination of three years of full-time experience in any of the following desirable: administration, pupil personnel, department chairperson or counseling.
SALARY:	Certificated Management Salary Schedule.
BENEFITS:	Medical (employee contribution), 100% dental, vision and life insurance