



PRINCIPAL ADULT & CONTINUING EDUCATION

Board Revision Date: 03.09.11

BRIEF DESCRIPTION OF POSITION:

Under the direction of the Superintendent, the Principal is responsible for the organization, administration and supervision of adult and continuing education programs including the District's adult summer school program.

MAJOR DUTIES AND RESPONSIBILITIES:

- a. Provides leadership in the determination of adult and continuing educational needs of the community, and for the organization, administration and supervision of these programs. E
- b. Supervises and evaluates the performance of the teaching and support staff in the adult school and coordinates appropriate professional growth opportunities for staff. E
- c. In conjunction with site principals, facilitates committee and administrative meeting, trainings, and vent for the purpose of coordinating activities and ensuring that outcomes achieve school district and/or site objectives. E
- d. Develops and implements long-range plans for the operations of the district's adult and continuing education programs, including facilities needs throughout the community. E
- e. Develops and implements a strong publicity program for the district's adult school. E
- f. Provides leadership in developing and refining curriculum for the adult and continuing education programs of the district. . E
- g. Develops and implements the annual budgets for all programs within the responsibility of this position. E
- h. Maintains all records and provides all reports required within the program responsibilities for this position. E
- i. Represents the school in community forums for the purpose of maintain ongoing community support for educational goals, establishing school/community partnerships and/or assisting with issues related to school environment. E
- j. Performs such additional duties as assigned by proper authority.

REQUIREMENTS

WORK YEAR:	Certificated Management Calendar
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.