



FREMONT UNION HIGH SCHOOL DISTRICT

Job Description: Principal of Adult and Community Education (ACE) Program

1. QUALIFICATIONS

- A. California Credential:** Required - Valid California Administrative Credential
- B. Education:** Required -Bachelor's Degree;
Desirable – Master's Degree
- C. Experience:** Required – three years of secondary school or adult education administrative experience. Desirable – teaching experience and service in a variety of school administrative capacities, including experience as director of adult education.
- D. Personal Qualification:** Character, personality, appearance, and proper social capability to relate effectively with staff, students, and community; demonstrated ability to work with a wide variety of community groups and organizations.

2. GENERAL RESPONSIBILITIES

Serves as the chief administrator of the Adult and Community Education (ACE) Program. In addition to being responsible for maintaining an effective instructional program, the Principal supervises the adult education fund budget, the certificated and classified staff, the Adult and Community Education Center physical plant, and maintains a positive relationship with the community and close articulation with other educational entities.

3. DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcomes of the Principal's job performance will be as follows:

- A. The policies and regulations of the Board of Trustees, district administration as well as appropriate state laws and federal regulations will have been administered.
- B. Policies and regulations pertaining to adult education and community service programs will have been developed and recommended to the appropriate district administrator.
- C. Annual performance objectives deemed appropriate by the supervisor will have been established.
- D. ACE programs and operations will have been appropriately managed toward the accomplishment of established goals and objectives.

- E. The ACE school calendar will have been prepared annually in coordination with the district high school calendar.
- F. The financial needs of the ACE will have been accurately assessed, the ACE budget developed; and the business function and budget control in relationship to ACE will have been effectively administered.
- G. Grant applications appropriate to program needs will have been prepared and, where appropriate, final budgets negotiated with the funding agencies.
- H. Effective leadership in fostering a self-directed management climate for the entire school community will have been provided.
- I. The continuing educational needs of the adult community and the acceptance by students of the educational offerings will have been assessed and evaluated.
- J. In service training of staff, appropriate professional growth activities, and curriculum development activities will have been organized.
- K. As appropriate, selection of instructional materials and equipment will have been coordinated through staff committees and advisory committees.
- L. The selection of courses, assignment of teachers, and development of adult school master schedules will have been accomplished for each of the five school sessions.
- M. Informational material, brochures, and course catalogs will have been prepared for each of the five adult school sessions.
- N. Student registration, school records, and testing programs will have been effectively coordinated and supervised.
- O. Accountability data mandated by the State Department of Education will have been provided as required.
- P. Appropriate data in support of the status of annual objectives and job description elements will have been secured.
- Q. Staff organization will have been established so that it has effectively met the needs of the program.
- R. Recruitment, recommendations for employment, and classroom assignments of teaching staff will have been completed.
- S. Recommendations for employment, retention and/or dismissal, as well as assignments and functions of auxiliary personnel will have been effectively provided.
- T. Effective leadership will have been provided for the development and implementation of ACE's community relations program.
- U. A positive image of all ACE programs will have been effectively maintained.
- V. Participation on appropriate ACE committees at the county and state level will have been evident.

- W. Liaison with other educational and community agencies, which interface with ACE programs, will have been maintained.
- X. Effective ongoing communication with appropriate district personnel and the Superintendent/designee will have been accomplished.
- Y. Timely and effective communication regarding incidents and/or situations, which might impact the district, its programs, or its schools, will have been consistently provided to appropriate district office/school personnel.
- Z. ACE plant operations and maintenance will have been coordinated and supervised.
- AA. The use of high school facilities will have been coordinated with the high school administrative staffs.
- BB. Rental agreements for the use of non-district classroom sites will have been negotiated and established.
- CC. Other duties assigned by the supervisor will have been effectively accomplished.