

TRACY UNIFIED SCHOOL DISTRICT

POSITION TITLE: **Director of Adult and Career and Technical Education**

DEPARTMENT: Educational Services

POSITION SUMMARY:

The Director of Adult and Career and Technical Education, under the direction of the Assistant Superintendent for Educational Services, provides leadership and supervision of the Adult and Career and Technical Education Programs including, but not limited to, the operation of an Adult Education Program, ROP, CTE, Work Experience, Academic Intervention, selection of staff, supervision of curriculum, the development of the Adult School, and guidance and evaluation of staff.

ESSENTIAL FUNCTIONS:

1. Prepares a budget for the Adult School and provides for the proper expenditure and accounting of funds.
2. Administers the adult education program in accordance with the policies and regulations of the governing board and the State Education Code.
3. Develops and revises the adult school curriculum to meet the current and future needs of those who attend school for cultural, civic, leisure, or vocational improvements and for adults who wish to earn elementary or secondary school diplomas and/or certificates of completion.
4. Supervises the selection and procurement of all instructional materials, educational supplies and equipment needed in the Adult Educational Program.
5. Provides for the counseling of all students who are preparing for or who have enrolled in the Adult Education Program.
6. Attends and participates in school, community, business and professional meetings, conferences, and inservice training to improve the program of adult and vocational education.
7. Directs the public relations and publicity for the entire Adult Education Program.
8. Coordinates all community college programs and use of facilities in the district.
9. Develops in coordination with Special Education staff, all Adult Education Career Education Programs for special needs adults.
10. Coordinates and articulates district programs and activities with appropriate EDD and Calworks Programs.
11. Develops, implements and supervises the Work Experience plan for the district.
12. Works to coordinate ROP opportunities and programs to serve adults.
13. Builds an effective plan and process for implementing, developing, supervising and evaluating home schools, academic interventions, ROP, work experience, and career and technical education programs.
14. Coordinates and provides the necessary in-service for staff to implement targeted programs.
15. Participates in curriculum development, facility planning, personnel and budget functions, and task forces that will enhance the District's alternative programs.
16. Provides guidance to site and District personnel in identifying, planning, developing and implementing alternative programs.

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17. Develops contacts with state and national organizations for the purpose of enhancing and improving local programs.
18. Coordinates activities to identify and apply for funding sources to support ROP, Career and Technical Education, Work Experience, and Academic Interventions.
19. Assists with the development of policies, administrative regulations and guidelines for alternative programs.
20. Receives and investigates parent complaints and processes appeals related to student progress and placement.
21. Processes and investigates sexual harassment complaints.
22. Performs other reasonable duties as assigned by the Assistant Superintendent for Educational Services.

EDUCATION AND EXPERIENCE: Successful experience as a school or district administrator with experience in developing and implementing education programs for students in grades K-12 and Adult and Career and Technical Education.. California Administrative Credential required. Masters Degree required, Doctorate preferred.

SKILLS AND QUALIFICATIONS:

1. Ability to provide and carry out oral and written directions, to read, write and speak at a level sufficient to fulfill the duties to be performed.
2. Ability to communicate effectively, both orally and in writing.
3. Ability to prepare comprehensive reports.
4. Knowledge and ability to provide effective instructional strategies and leadership.
5. Ability to make fiscally responsible decisions.
6. Ability to maintain cooperative working relationships with those contacted in the course of work.
7. Knowledge of business and management principals involved in strategic planning, resource allocation, human resource modeling and leadership technique.
8. Knowledge of State and Federal categorical programs.
9. Ability to select and manage classified staff with skills and abilities that match school needs and enhance program effectiveness.
10. Ability to apply quality management tools to organizational data and make process improvement changes.
11. Strong interpersonal skills.
12. Knowledge of federal, state, and local legislation related to school administration, including the California Education Code, Health and Welfare Code and Code of Regulations.
13. Knowledge of principles and practices of public school administration.
14. Knowledge of operating policies, rules and procedures of the school district.
15. Knowledge of age and subject curriculum.
16. Knowledge of current applications and use of technology to enhance instructional programs and support administrative activities.

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PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids
4. Speak so that others may understand at normal levels and on the telephone.
5. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
6. Bend, squat, stoop and/or climb for extended periods of time.
7. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
8. Lift and carry up to 25 lbs. at shoulder height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in an office and/or classroom environment and come in direct contact with District and site staff, students, and the public. In addition, the Director of Adult and Career and Technical Education must perform duties and responsibilities that occur outside school buildings and facilities on the school campus.

SALARY: Leadership/Management range 58

DAYS OF SERVICE: 225 days

Board Approved: TUSD 12/12/00

Revised: TUSD 11/08/05

Revised: TUSD 8/25/15 (range only)

Revised: 11.8.16 (range only)