



**Lompoc Unified School District**  
1301 N A Street  
Lompoc, CA 93436  
Phone: 805.742.3300  
Fax: 805.735.8452

**Title:** Principal, Adult School

**Reports to:** Superintendent

**Work Year:** 215 days

**Benefits:** Eligible to participate in district medical, dental and vision insurance.

**Purpose:** Under the direction of the Superintendent, plan, organize, direct and control the overall operation of an adult education program including development of courses, schedules and curriculum, supervise adult school certificated and classified staff; assume responsibility for administration of adult education programs.

**Employment Status:** 1.0 Full Time Equivalent

### **Essential Functions**

- Administer the adult education program in accordance with the policies and regulations of the Board of Education, the State Department of Education, Education Code, Title V, and Federal legislative regulations relative to special projects.
- Plan and revise the adult school curriculum to meet the current needs of students.
- Recruit and recommend instructors who have the specialized qualifications necessary to teach the technological and vocational adult classes.
- Conduct professional learning programs within the school for instructors who are not professionally trained teachers; participate in planning and conducting workshops and institutes for teacher improvement.
- Supervise and evaluate the work of instructors in the central school and branch locations; visit classrooms and shops to observe instruction; schedule teacher conferences.

### **Non-Essential Functions**

- Determine the adult education needs of the school's administrative area through study and analysis of individual and group requests for classes; survey educational needs; consult with other professional educators, civic, business, industrial and labor organizations, and advisory committees on adult education.
- Organize and schedule regular meetings for a school advisory committee composed of a cross section of the community, students and faculty.
- Develop and direct a plan of educational counseling, programming and registration to serve the students enrolled in the assigned school; maintain the school as a community center for information and referral of adult students.

- Plan, initiate and maintain a public relations program to inform the community about the public school system, educational legislation and the adult continuing education program through regular channels of communications media; make extensive use of individually designed flyers, news releases and brochures.
- Join and participate in community professional and civic organization meetings; communicate with segments of the community not normally reached through formal organizational structures.
- Coordinate the adult education program with the activities of other groups using the same facilities by holding conferences with authorities in the central school, and with those in libraries, playgrounds, parks, community centers, jails, hospitals, churches and in other public schools.
- Assist in the development of course outlines and in the selection and securing of instructional materials, supplies and equipment.
- Provide plant supervision; order supplies and equipment; direct office management, student body finance procedures and student registration.
- Evaluate the performance of personnel.
- Perform related duties, as assigned.

**Working Conditions and Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and function of the job.

- Use strength to lift items needed to perform the functions of the job not exceeding forty (40) pounds.
- Sit, stand and walk for required periods of time.
- Speak and hear.
- Have the mobility to stand, stoop, reach and bend.
- Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
- Communicate effectively in English, using proper grammar and vocabulary.
- Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
- Be available to work evenings and weekends and attend periodic meetings and/or travel within and out of the District boundaries.

**Environmental Demands:**

- Exposure to a variety of adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions and noise levels.
- Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.

**Knowledge of:**

- Comprehensive organization, activities, goals and objectives of a District adult school.
- School law administration and applicable sections of the State Education Code and other applicable laws.
- State and local curriculum requirements.
- Board and district policies, procedures and regulations.
- Labor relations law and employee contracts.
- Budget preparation and control.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.

- Public speaking techniques.
- Use technology effectively in the areas of content delivery, student engagement, and professional record keeping and communications.

**Ability to:**

- Plan, organize and direct the operations, and personnel of an adult school.
- Organize, direct, evaluate and supervise assigned certificated and classified staff.
- Direct activities regarding personnel, budget, student services and activities, curriculum and instruction, and communications and articulation.
- Plan and direct the budget and business operations of the school.
- Establish, coordinate and maintain communication with community and parent groups.
- Plan, implement, direct and evaluate instructional and categorical programs in accordance with applicable laws.
- Analyze situations accurately and adopt an effective course of action.
- Handle multiple projects concurrently and work as a productive team member.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Maintain consistent, punctual and regular attendance.

**Education, Training and Experience:**

- Bachelor's degree and Master's degree.
- Five (5) years of successful classroom teaching or comparable experience.
- Successful experience as an instructional leader at the school and/or district level.
- Bilingual Spanish speaking and writing skills (desired).

**Licenses and Other Requirements:**

Acceptance, enrollment or completion in a state approved administrative services credential program.  
Valid California Class C driver license.

**FLSA Status:**

Exempt

Board Approval:

September 13, 2016