

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **DIRECTOR, ADULT/COMMUNITY EDUCATION**
Department: Designated Site
Reports to: Assistant Superintendent of Curriculum and Instruction

SUMMARY:

Directs the adult/community education program including adult and student enrichment, GED, high school completion, and preschool. Develops and manages programs, manages staff, ensures a balanced budget and assesses community needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Develops and manages community education program.
- * Manages the adult education program.
- * Oversees the administrative/clerical functions of adult/community education.
- * Ensures that programs maintain financial viability.
- * Prepares and controls budgets.
- * Directs the development of curriculum guides.
- * Participates with other district administrators to ensure quality instructional programs.
- * Serves as liaison between district, community and government.
- * Selects materials and equipment for the program.
- * Participates in special projects in community needs analysis or adult instructional program development.
- * Supervises the granting and distribution of certificates and diplomas to students successfully fulfilling the requirements for them.
- * Participates in county, state, and national activities designed to improve adult/community education.
- * Responsible for all county, state, and federal reports and audits as they relate to adult education.
- * Establishes procedures to keep the community informed about the educational programs and activities of the adult education programs.
- * Utilizes community resources to further the educational objectives of the program.
- * Interprets the adult education program and its curriculum to community through open houses, personal conferences, and bulletins; promotes greater understanding among community groups of program objectives, accomplishments and problems; represents the school in professional and community groups.

SUPERVISORY RESPONSIBILITIES:

Supervises the adult and community education staff, which includes teachers, paraprofessionals and secretaries.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Administrative Credential, Teaching Credential, with five years teaching experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Administrative and Teaching Certificates.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and geometry and trigonometry. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Knowledge of government funding. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.M.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.