

## Western Placer Unified School District

### POSITION DESCRIPTION

---

Position Title: **PRINCIPAL, ADULT EDUCATION**  
Department: Designated School Site  
Reports to: District Superintendent, Assistant Superintendent of Business & Support Services, Assistant Superintendent of Curriculum and Instruction

---

The management of adult education will be the responsibility of the Principal of Adult Education, under the direction of the Assistant Superintendent of Curriculum.

#### **SELECTION PROCEDURE**

1. The Assistant Superintendent of Curriculum and Instruction will notify all administrative-eligible members within and outside the district, of this adult education position.
2. All interested members must submit a one-page letter stating their interest and qualifications for such a position to Assistant Superintendent of Curriculum and Instruction.
3. Letters of applicants will be forwarded to the Assistant Superintendent of Curriculum and Instruction.
4. Specific recommendation will be forwarded to the District Superintendent through the Assistant Superintendent of Curriculum and Instruction for final selection and Board of Trustee approval. All applicants will be advised of the outcome.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- \* Serves as the educational leader and administrator for Western Placer Unified School District Adult Education Program. He/She is responsible for direction of the instructional program and operation of the Adult Education Program; participates in staff and student activities; exercises leadership in the community.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

- A. Curriculum and Instruction
- \* Provides for and participates in cooperative efforts by the community, parents, students and professional staff in the assessment of educational needs of the adult program; assists in the preparation of the adult educational goals and measurable educational objectives.
  - \* Responsible for preparation, evaluation and revision of instructional objects to assure their harmony with total adult school goals, objectives and course offerings.
  - \* Responsible for the review of adult education goals and instructional objectives at regular intervals.
  - \* Directs and assists assigned staff in carrying out an effective instructional program through conferences, meetings, bulletins, in-service workshops, interpretation of laws and classroom visits.

**B. Staff**

- \* Responsible for submitting recommendations to the Director of Personnel for staff election and retention.
- \* Establishes procedures for staff participation in determining class offerings, teacher assignments, and the use of support personnel as assigned.
- \* Promotes an educational climate, which elicits optimum staff involvement, creativity, and commitment to school goals and educational objectives as well as to operational procedures.
- \* Promotes and coordinates the activities of assigned personnel; promotes the professional growth of assigned staff through personal counseling, participation in study conferences and committees.
- \* Responsible for personnel evaluations in accordance with the district's uniform guidelines for evaluation and assessment, and recommends appropriate actions.

**C. Students**

- \* Establishes regular channels of adult student/staff/principal communications.
- \* Includes adult students in the development and evaluation of curriculum

**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, staff, parents, and the general public.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. 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:**

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 quiet to loud depending upon the activity in the particular part of the day and location.

***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.***