



**ASSISTANT PRINCIPAL
OXNARD ADULT SCHOOL**

Board Revision Date: 08/26/20

BRIEF DESCRIPTION OF POSITION:

The Assistant Principal Adult Education, under the supervision of the Principal Adult Education, supports relevant instruction, effective site management, and innovative program development and contributes to an equitable high-quality program for ALL adult students. The Assistant Principal Adult Education supports the organization, administration, and supervision of adult education programs through high expectations and appropriate support for adult students and adult education staff in a learning environment that improves achievement for ALL adult students including: English Learners, Migrant students, Students with Disabilities, and the Economically Disadvantaged.

MAJOR DUTIES AND RESPONSIBILITIES:

- a. Provides support and oversight for an equitable high-quality instructional program for ALL adult education students. Sets high expectations and provides appropriate support to students and staff, creates a learning environment that improves achievement and supports mastery of the California Standards for ALL adult students including English Learners, Foster Youth, Homeless Youth, Migrant Youth, Students with Disabilities, and Economically Disadvantaged Youth. **E**
- b. Monitors curriculum implementation and instructional practices on a daily basis. **E**
- c. Administers federal, state, and local assessments as assigned by the principal. **E**
- d. Collaboratively develops new courses, course catalogs, and class schedules for adult education. **E**
Participates in and provides support for the ACS/WASC accreditation process. **E**
- e. Coordinates categorical programs as assigned by the principal, ensures compliance with Federal, State, and Local mandates as required. **E**
- f. Enforces federal, state, and local laws, policies and due process rights relating to students. Interprets such laws, policies and rights to students, staff, and community. **E**
- g. Supervises school activities as assigned by the Principal. **E**
- h. Supervises and evaluates Certificated and Classified Staff. **E**
- i. Supports professional learning for certificated and classified personnel. **E**
- j. Works with staff to promote a high level of customer services as part of the school's culture and creates positive public relations with adult students and the community. **E**
- k. Recommends highly qualified and outstanding candidates for Certificated and Classified employment to the District. **E**
- l. Participates as required in in District level duties and responsibilities as assigned by the Adult School Principal. **E**
- m. Supervises and coordinates the maintenance, operations and transportation functions at the site as assigned by the Principal. **E**
- n. Provides support and oversight for the marketing and advertising of adult education programs and courses. **E**
- o. Provides assistance in the determination of the adult education needs and conducts community outreach and community surveys. **E**
- p. Provides support, and oversight for the development and implementation of the Safe School Plan and the District's overall disaster and safety preparedness plan. **E**
- q. Provides oversight, and support for counseling and guidance program and other student support programs and projects as assigned by the Principal including, but not limited to: school culture, behavioral interventions, social and emotional support, and systems of positive behavior. **E**
- r. Performs other duties as assigned. **E**

REQUIREMENTS

WORK YEAR: Certificated Management Work Year; 213 days

CREDENTIAL: Current valid Teaching Credential or Pupil Personnel Services or other Support Services Credential and Current Administrative Credential

EDUCATION: Master's degree in education or related field from an accredited college or university

EXPERIENCE: Three years successful experience as a certificated teacher or certificated counselor or in other certificated credentialed support service (required) Extensive experience working with diverse student populations

OTHER: Bilingual in Spanish (preferred/not required). Knowledge of Mixteco, Tagalog, and other world languages (preferred)

SALARY: Certificated Management Salary Schedule

BENEFITS: Medical (employee contribution), 100% dental, vision a life insurance + Car Allowance + Doctoral Stipend (for a verified earned doctorate)

Position is temporary/restricted dependent on Adult Education Block Grant (AEBG), Workforce Innovation & Opportunity Act II (WIOA II) and Cal-Works funding.