

## WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

**TITLE:** Adult/Community Education Program and Second Chance School Principal

**EMPLOYEE CATEGORY:** 1/Administrative Personnel

### **QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- (2) Certified in Administration and Supervision, Educational Leadership or School Principal.
- (3) Three (3) years of documented experience working directly with community interest groups, school officials and administrators in planning and implementing programs involving community groups and public school resources.
- (4) In lieu of the above requirements, have a combination of training and experience substantially equivalent.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of current trends and research in adult and community education programs. Knowledge of group dynamics. Knowledge of federal, state and District rules, policies and laws related to adult programs. Ability to manage budget, to organize and prioritize and to interact effectively with school and community personnel. Demonstrated skill in effective written and oral communications.

**REPORTS TO:** Assistant Superintendent for Instruction

#### **JOB GOAL**

To plan and implement educational programs for adult learners, including adult literacy adult general education, vocational courses and supplemental instruction and to coordinate the District's community education program and activities; to provide alternative instructional opportunities for sixth-twelfth (6-12) grade students deemed to need such assistance.

**SUPERVISES:** Assigned Personnel

### **PERFORMANCE RESPONSIBILITIES:**

#### Service Delivery

1. Manage and supervise adult/community program development, articulation and evaluation.
2. Organize classes in the general Adult Education Program as needs community assessments prove needed.
3. Provided curricular course offerings in conformance with state laws regarding high school equivalency requirements.
4. Secure personnel to provide intended instruction verifying appropriate certification.
5. Monitor and evaluate the instructional delivery of certified instructors and activity leaders.

6. Plan and oversee all facets of the Adult Education Program including student identification, orientation of instructor, acquisition of classroom space, supplies and materials, as well as the distribution of certificates and diplomas.
7. Implement and maintain a system of tuition collection and accounting which meets State and District requirements.
8. Coordinate and maintain appropriate placement and exit administration, assuring test security, assuring compliance to State academic and/or vocational requirements.
9. Ensure compliance with State and District reporting requirements verifying accuracy of data.
10. Develop, organize and coordinate community interest programs and activities.
11. Serve as site administrator and the day-to-day operations for the Second Chance School supervising and supporting of this alternative education program.

#### **Inter/Intra-agency Communication and Delivery**

12. Prepare catalogs, bulletins and advertisements to promote adult and community programs.
13. Recommend and report as requested the community education program justification, financial status and plans for the future.
14. Maintain a close working relationship with District personnel to ensure information exchange and coordination of efforts.
15. Serve as district liaison with the Florida Department of Education on matters related to adult and community education.
16. Alert appropriate Administrators to potential problems and unusual events.

#### **Professional Growth and Improvement**

17. Determine staff development needs.
18. Assist in the development, implementation and evaluation of staff development activities related to adult and community education and to dropout prevention/alternative education.
19. Keep abreast of current trends and changes in adult education and other assigned areas.
20. Maintain a network of peer contacts through professional organizations.
21. Assist District administrators in understanding and keeping abreast of trends and developments in adult education and other assigned programs.
22. Promote and support professional development for self and others.
23. Attend meetings and conferences which promote professional growth and will benefit the District.

#### **Systemic Functions**

24. Supervise and monitor compliance with State and District rules and policies related to adult and community education.
25. Oversee student registration/enrollment and attendance reporting for adult education and the Second Chance School.
26. Prepare and administer budgets for assigned area.
27. Ensure that School Board property resources and rights are protected when community service activities and programs are planned and implemented.

28. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
29. Prepare required reports and maintain all appropriate records.
30. Demonstrate support for District goals and priorities.
31. Assist in the development of policies for adult, community and alternative education programs.
32. Perform other incidental tasks consistent with the goals and objectives of the District and this position.

**Leadership and Strategic Orientation**

33. Provide leadership and direction for the planning, implementation and evaluation of adult and community education programs and activities.
34. Demonstrate initiative in recognizing needs, problems or potential for improvement and take appropriate action.
35. Model and maintain high standards of professional conduct.
36. Use appropriate interpersonal styles and methods for guide individuals and groups to task accomplishment.
37. Contribute to District planning activities, including providing input into short-and long-term goals and objectives, budget and use of resources.

**PHYSICAL REQUIREMENTS:** Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently as needed to move objects.

**TERMS OF EMPLOYMENT:** 12 Month

Salary and benefits shall be paid consistent with the District's approved compensation plan. Hours of employment shall be those established by the District.

**EVALUATION:** Annually by the Assistant Superintendent for Instruction

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**SALARY ITEM NUMBER:** Salary Item 31 – Level IV