

MORGAN HILL UNIFIED SCHOOL DISTRICT

Job Description

POSITION TITLE: Adult Education and FACE Administrator

GENERAL DESCRIPTION: Under the direction of the Director of Family and Community Engagement, the Adult Education and FACE Administrator is responsible for the development, implementation, and evaluation of the district's Adult Education programs and state and federally-funded programs including Migrant Education. Collaborates with the Director of Family and Community Engagement to coordinate district parent engagement activities, prepares and conducts parent trainings with different stakeholders, maintains the parent engagement calendar and web page. The administrator is expected to maintain an environment that promotes high academic and ethical standards among students and staff; to provide strategic and program planning; budgeting; oversight; personnel supervision; service delivery; and accountability for the development and implementation of the district's Adult Education and Title programs. Assists with the development, implementation, assessment, and continuous improvement of a District-wide program aimed at increasing access to post-secondary education and employment opportunities.

DUTIES AND RESPONSIBILITIES:

1. General

- a. Implements the appropriate actions delineated for the Adult Education program as part of the District's Master Plan and curriculum design and delivery.
- b. Promotes with all staff the valuing of every student's right to be treated with dignity and respect.
- c. Maintains ongoing two-way communication with faculty and staff to develop the District's long-range goals as well as oversee the day-to-day operations.
- d. Coordinates state and federally-funded programs including Migrant Education
- e. Collaborates with Directors of Elementary and Secondary Education on researching and developing local, state, and federal educational resources, initiatives, and interactions related to ELD and ELL.
- f. Collaborates with Directors of Elementary and Secondary Education on identifying and supporting model programs and best practices in ELD/ELL curriculum, instruction, assessment, and supplemental materials.
- g. May collaborate on developing and providing formal and informal professional development materials, training, technical assistance, coaching, and instructional support for teachers and administrators of English learners.
- h. Provides support for ELPAC testing, which may include assistance with site training, administration, unofficial scoring and data input.
- i. Monitors state and federally funded programs by complying with required processes and reports.
- j. Prepares an annual report on the progress of Migrant and English Learner students in the district.
- k. Monitors, corrects, and maintains accurate ELL data in student information system for CALPADS reporting.
- l. Assists in ELAC trainings, ELAC parent recruitment at the sites, and DELAC representation for all sites. Monitors ELAC and DELAC agendas, minutes, and attendance.

- m. Collaborates with Directors of Elementary and Secondary Education on parent training for initial identification, ELD placement, and reclassification criteria.
- n. Collaborates with Directors of Elementary and Secondary Education on organizing, monitoring, and supporting sites with the reclassification process, including the coordinating of benchmark celebrations and RFEP monitoring cycles.
- o. Collaborates with Directors of Elementary and Secondary Education on the EL Master plan implementation meetings and follow up action items
- p. May support schools exploring language programs such as structured English Immersion, Dual Language Programs, Bilingual/Biliteracy programs and promotes multilingualism across schools.
- q. May assist in the ELL initial placement and Migrant intervention and summer programs.
- r. Collaborates with the Director of Family and Community Engagement to coordinate parent engagement trainings and workshops.
- s. Assists with parent engagement district calendar and web page.
- t. Assists with community liaisons monthly trainings.
- u. May assist with tracking and maintaining data in regards to parent participation at each site.
- v. All other duties as assigned.

2. Curriculum

- a. Ensures high quality curriculum design and delivery.
- b. Develops, implements and evaluates all curriculum and matters related to the Adult School Instructional Program.
- c. Develops and directs a plan of educational counseling, programming and registration.
- d. Publicizes programs by developing brochures, media releases and program announcements.
- e. Responsible for certifying student graduation program, certificates and high school equivalency.
- f. Responsible for State Department of Education reports, attendance accounting, reports to county courts and state agencies, and federal reports on high school equivalency and veterans' benefits.
- g. Coordinate program offerings with Family and Community Engagement Center, local community colleges, universities, technical schools and certification programs, and other local agencies to increase student access to career based certification and college credits.
- h. Oversees the evaluation of programs associated with this position.
- i. Coordinates all Migrant and Title I and II activities including, but not limited to, legal compliance, curriculum assessments and professional development.

3. Community Relations

- a. Cooperates with other public agencies in developing programs to meet community needs, especially related to Family and Community Engagement Initiatives
- b. Serves as a liaison with community colleges, universities, workforce development and other local agencies.
- c. Serves as a community leader in adult public education.
- d. Develops methods of disseminating information regarding the importance of regular school attendance and family law to parents, pupils and school staff.
- e. Responds to concerns and questions from community members in a timely and professional manner.
- f. Participates in community affairs as appropriate.

g. Coordinates productive meetings among stakeholders.

4. Finance

- a. Develops and manages the Adult Education budget.
- b. Facilitates an understanding of the budgetary process with staff and community and involves, as appropriate, staff in the budgetary process.
- c. Responsible for cash transmittal and purchasing.
- d. Prepares mandated state and federal reports and Board of Education reports within the areas of responsibility.
- c. Works closely with Assistant Superintendent of Educational Services or designee to ensure Migrant and Title I and II programs follow allocated budgetary guidelines.

5. Personnel

- a. Participates in the personnel selection process when appropriate.
- b. Administers district policies and contract provisions.
- c. Promotes and maintains a professional attitude among staff.
- d. Determines staff schedules and assignments.
- e. Supervises and evaluates assigned certificated and classified staff.

6. Professional Obligations

- a. Attends local, regional and state meetings necessary to direct the adult education program.
- b. Reads current professional literature and research in education and applies such information in developing District programs.
- c. Participates on District and professional committees.
- d. Represents the District on other decision-making bodies when appropriate.
- e. Works closely and cooperatively with other District administrators as a team member of the District management group.

7. Maintenance and Operations

- a. Assumes responsibilities involving use of campus facilities, supervision, supplies and equipment and directs office personnel; responsible for oversight of facilities during hours in which evening classes are held.

8. Education/Experience

- a. Valid California Administrative Services Credential (or eligibility certificate).
- b. Master's degree or higher from an accredited institution of higher education.
- c. Experience in the supervision and evaluation of employees.
- d. Bilingual/Biliterate in Spanish required; multi-lingual preferred.
- e. At least five (5) years' successful experience in education, with increasing leadership responsibilities.
- f. Three (3) years' successful experience with bilingual, ELD, or Migrant programs and/or educational leadership in a closely related field.
- g. Extensive experience providing professional development for ELD and dual-immersion.

9. Working Conditions

Environmental Conditions

- a. Primarily indoor working environment: office, classrooms, school sites.
- b. Emotional and physical stamina necessary to maintain a rigorous work schedule.
- c. Ability to drive to school sites.
- d. Ability to work a flexible work week as the position may require Saturdays and evening work.
- e. Ability to attend professional development or conferences outside MHUSD.

Physical Demands

- a. Sitting or standing for extended periods of time.
- b. Seeing, hearing and speaking to exchange information.
- c. Lifting, carrying, pushing or pulling as assigned by position.
- d. Dexterity of hands and fingers.
- e. Moderate high stress level.

Hazards

- a. Exposure to and contact with blood and other body fluids; exposure to communicable diseases.
- b. All body fluids shall be handled as if infectious; universal precautions policy to be consistently implemented.

10. Employment Standards

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.

Updated March 7, 2023