

POSITION TITLE: Vice Principal - Adult Education

DEFINITION:

Serves as a program administrator for adult education school sites/programs. Functions as administrative and executive assistant to the Principal, Adult Education.

DIRECTLY RESPONSIBLE TO:

Principal, Adult Education.

SUPERVISION OVER:

Certificated and classified personnel as assigned.

DUTIES AND RESPONSIBILITIES: (Responsibilities will include, but not be limited to)

1. Responsible for site activities related to the adult ed curriculum, programs, personnel, and facilities as assigned by the principal and/or Director of Adult Education.
2. Assists the principal in all activities related to the adult education curriculum.
3. Administers student programs as assigned, including student counseling and liaison with local social service agencies.
4. Participates in assigned administrative procedures and reports such as attendance and various periodic fiscal reports.
5. Assists in the selection, employment, and performance evaluation of certificated and classified personnel in the school; includes employment interviews, and teacher observation plans, classroom visits and in-service training.
6. Acts as co-chairperson and/or representative for various general public relations functions and school and community activities, such as graduation, certificate ceremonies, open house, career fairs, and special events.
7. Assists in assigned responsibilities for the maintenance of the school's equipment, facilities, and general premises.
8. Assists in monitoring attendance records and financial accounts.
9. Responsible for safety and health care services and activities assigned, such as safe school program, crisis response activities, violence prevention and control.
10. Administers student discipline programs as assigned, including student counseling, parent/caregiver and teacher conferences and liaison with local law enforcement and social service agencies.
11. Performs other duties as assigned.

QUALIFICATIONS:

Training, Education, and Experience: Must possess a valid and appropriate administrative credential.

Knowledge and Skills: The vice principal should have knowledge of learning theories, human needs, motivation theory, school budgeting, administrative of applicable policies, and supervision of personnel.

Physical Characteristics: (Consideration will be given to reasonable accommodation): *Sufficient vision to read printed material; *sufficient hearing to conduct in person and telephone conversations; *sufficient physical mobility to move about the district and drive a car; *ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups; physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

*With or without the use of aids.

Other Characteristics: Possession of a valid California driver's license; willing to work additional hours periodically; willing to travel locally.

Approved by Personnel Division

Adopted by Board: 08/14/90

Revised by Human Resources Division: 4/23/98

Revised 7/02