

Pleasanton Unified School District

Title: Assistant Director, Adult and Career Education (Certificated)
Classification: Certificated Management
Reports to: Director, Adult and Career Education

Job Description:

The Assistant Director of Adult and Career Education will plan and administer instructional and curricular programs for adults in accordance with the District Strategic Plan, Board policies, and state and federal guidelines.

Performance Responsibilities:

- Work supportively and collaboratively with the Director of Adult and Career Education to conduct a variety of educational activities. Related to the administration of adult and career education programs
- Collect and distribute test data as needed by schools, departments, cabinet, Board of Trustees, and the California Department of Education (CDE)
- Disseminate adult education results/outcomes of program and pertinent information as needed to the Board of Trustees through the Superintendent and Cabinet, as well as to District and site administrators, staff and community
- Work collaboratively with MACC (Mid Alameda County Consortium) partners regarding best practices and systemic procedures pertaining to adult education operation, budget and accountability compliance
- Provides support in the planning, organizing, and coordinating curriculum and related instructional programs to promote vertical and horizontal curriculum articulation between the secondary and post-secondary education institutions
- Prepares and maintains a variety of narrative, statistical, and evaluative reports, records, and files related to assigned programs and personnel.
- Assists in the facilitation, coordination, and delivery of professional development activities for certificated and classified personnel
- Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information
- Hire and evaluate all Adult Education Certificated and Classified staff required to administer the program
- Keeps informed of current educational methods, research, and practices.
- Completes other duties and responsibilities as assigned.

Knowledge and Abilities:

Knowledge of:

Applicable educational laws, codes, regulations, polices, and procedures and Principles and practices of effective training, supervision, and evaluation of State and District curriculum standards and programs

Ability to:

Communicate effectively, both orally and in writing

Plan, organize and administer adult educational services for the District and Community

Provide data and interpretation to support decisions related to the improvement of instructional programs

Interpret, apply and explain rules, regulations, policies and procedures

Analyze situations accurately and adopt an effective course of action

Meet schedules and timelines

Work independently with little direction

Plan and organize work

Prepare comprehensive narrative and statistical reports

Work collaboratively in a team setting to complete tasks

Serve as Chief Examiner for General Education Development (GED) testing and and/or other High School equivalency assessments for adults as determined by the district

Maintain test oversight, including inventory, processing test orders and purchases.

Maintain confidentiality of information exposed to in the course of business regarding students, supervisors or other employees

Continuously improve processes and procedures.

Develop and Manage Adult Education budget

Perform other duties as assigned

Qualifications:

- Proper California Administrative Credential and/or a minimum of three (3) years of Management experience and five (5) years' experience working with school districts
- Demonstrated leadership and organization abilities
- Bachelor of Arts required; Masters Degree preferred
- Knowledge of schools, ability to work with certificated and classified management

Terms of Employment:

220 days, Management Salary Schedule

Board Approved: November 10, 2015