

Pleasanton Unified School District

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

Job Description:

The Director of Adult and Career Education will oversee and administer instructional and curricular programs for Career Technical Education, as well as Adult and Apprenticeship programs in accordance with the District Strategic Plan, Board policies, and state and federal guidelines.

Performance Responsibilities:

- Work collaboratively with both District and support staff 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
- Assist in the hiring and evaluation of all adult education administrative staff
- Facilitate the evaluation of apprenticeship instructors as requested by partner apprenticeship committees
- Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, establish community/business partnerships, resolve issues and conflicts and exchange information; and receive and respond to issues and/or concerns
- Participates in budget development activities and monitor assigned budgets
- Promotes vertical and horizontal curricular alignment and articulation with secondary and post-secondary education programs
- Provides leadership in the formulation and monitoring of District career technical education, adult education, and apprenticeship programs
- Develops, implements, and facilitates professional development training programs for staff members

- Reviews, analyzes, and interprets the systemic continuous assessment and monitoring of student academic progress
- Provides leadership in coordinating the District's emergency response plan and the school site safety plan
- 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

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 CTE, Apprenticeship, related Grants and Adult Education budget

Perform other duties as assigned, such as working with school sites and district office on disaster preparedness and safety planning

Qualifications:

- Proper California Administrative Credential and/or a minimum of five (5) years of Management experience and five (5) years' experience working with school districts
- Demonstrated leadership and organization abilities
- Master of Arts 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