

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Director, 7-12 & Adult Education

Classification: Certificated
Management

Reports to: Assistant Superintendent-Educational Services

Range: Certificated Management
Salary Schedule

EDUCATION AND EXPERIENCE

Minimum three years successful administrative experience. Minimum three years teaching experience in grades 7-12 setting. Site principal experience preferred.

Licenses and other Requirements:

Valid California driver's license. California Administrative Credential. California Teaching Credential.

SUMMARY

Under the direction of the Assistant Superintendent of Educational Services, support and monitor the delivery of educational programs at secondary, continuation and adult education school sites. Evaluate all secondary principals, continuation high school principal and adult education director. Assume responsibility for fidelity to Board, adopted curriculum, common core state standards, state and district assessment, and supervision and evaluation.

SPECIFIC RESPONSIBILITIES

1. Directly oversee the principals at all secondary, continuation and adult education sites.
2. Supervise, evaluate, direct and assist principals in the development of specific plans to meet identified school targets; assist in determining and acquiring support services.
3. Meet monthly with principals to review progress toward site and district goals with regard to improving student performance.
4. Support and monitor the delivery of educational programs at assigned school sites.
5. Participate in district level decisions such as staffing in pursuit of improving student performance.
6. Communicate with other administrators, district personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.
7. Monitor the annual budget for each assigned school; analyze and review budgetary and financial data; monitor expenditures in accordance with established guidelines.
8. Work with parents in areas of complaints and conflict resolution.
9. Attend or chair a variety of meetings; represent the district in collaborative/partnerships/task forces with the City, County, human service agencies, institutions of higher education, business/industry, and judicial, and law enforcement agencies.
10. Provide technical expertise regarding education codes, policies and procedures within the district.
11. Update Board policies and Administrative Regulations.
12. Provide site leadership training and coaching to ensure appropriate leadership practices are implemented.
13. Create a collaborative culture among secondary principals and site support staff.
14. Assist with the implementation of the state and federal accountability system.
15. Ensure effective parent engagement strategies are in place at every secondary site.
16. Assist with state and federal accountability processes at the secondary level (e.g. WASC, FPM)
17. Work collaboratively with the Assistant Superintendent of Educational Services.
18. Supervise Career Technical Education (CTE) programs at the secondary level.
19. Perform related duties as assigned.

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SPECIFIC QUALIFICATIONS

Should possess personal qualifications recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment, maintenance of confidentiality and ability to work cooperatively with others. Should also possess highly developed organizational skills, be detail oriented, and have the ability to deal with frequently changing laws and regulations.

Knowledge of:

- Current educational administration principles and practices.
- Educational programs, curriculum and instructional practices.
- School plant operations and appropriate supportive services required assuring operational effectiveness.
- Employee organization contracts.
- Strategic planning and coaching.
- Budget preparation and control.
- Group process and consensus building.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Principles and practices of leadership.
- Applicable laws, codes, regulations, policies and procedures.

Ability to:

- Support and monitor the delivery of educational programs at assigned school sites
- Modify strategies based on supervision and observations.
- Supervise, and assess, culture, learning supports, and staff capacity.
- Monitor the assessment of the instructional needs of secondary and adult students.
- Exercise judgment and discretion in interpreting and applying policies and procedures.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action in concert with site administration.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work efficiently.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Analyze and respond appropriately in an emergency situation.

PHYSICAL ABILITIES

Office environment; driving a vehicle to conduct work.

Sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Contact with dissatisfied or abusive individuals.

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