Job Description
Mt. Diablo Unified School District

Principal, Adult Education

PURPOSE

The Principal of Adult Education serves as the instructional and operational leader of the adult education site(s), providing direction, vision, and strategic leadership to ensure high-quality educational experiences for adult learners. The Principal is responsible for the day-to-day operations of the school, instructional leadership, compliance with state and federal adult education regulations, staff supervision and evaluation, and the implementation of programs aligned with district and state goals for adult education. The Principal collaborates with the Director of Adult Education and other district leaders to ensure coherence across programs and continuous improvement.

SUPERVISION

Reports to: Director of Adult Education

ESSENTIAL FUNCTIONS

- Leads and oversees the development, implementation, and evaluation of high-quality instructional programs for adult learners, including ESL, high school diploma/GED, career technical education (CTE), and workforce development.
- Facilitates curriculum alignment, instructional best practices, and adult learner engagement strategies based on research and data analysis.
- Ensures use of effective instructional strategies to meet the diverse needs of adult learners, including English language learners and underrepresented populations.
- Manages daily school operations, including scheduling, facilities use, site safety, emergency planning, and program coordination.
- Oversees attendance, discipline, and support services.
- Supervises and evaluates site-based personnel in accordance with district policies and collective bargaining agreements.
- Maintains compliance with federal, state, and local regulations governing adult education programs, including attendance accounting and credentialing.
- Partners with the Director of Adult Education to implement strategic plans, program improvement initiatives, and grant objectives (e.g., WIOA, AEBG).

- Collaborates with postsecondary institutions, community organizations, and workforce partners to develop and sustain articulated pathways for adult learners.
- Supports the integration of Career Pathway and Dual Enrollment opportunities aligned with adult learner needs and district initiatives.
- Acts as liaison to adult education constituents, including students, community partners, advisory committees, and workforce agencies.
- Promotes the school's mission through community outreach, public relations, and partnership development.
- Ensures culturally responsive and inclusive practices are integrated into all aspects of the school's operations.
- Develops and implements professional development plans for staff aligned with adult education goals and learner needs.
- Serves as a member of local and regional collaborative networks supporting adult education.
- Supports data collection, program evaluation, and reporting to inform decision-making and continuous improvement.
- Attends district and consortium meetings as required.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the program

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Education:

- Valid California Administrative Services Credential
- Master's degree or higher in education, educational leadership, or related field

Experience:

- Minimum five (5) years of successful teaching or counseling experience, preferably in adult or secondary education
- Progressive experience in school or district leadership
- Demonstrated success in managing complex educational programs

Required Knowledge:

- Principles of adult learning theory, curriculum development, and instructional design for adult learners
- California Adult Education Program (CAEP), Workforce Innovation and Opportunity Act (WIOA), and related state/federal funding regulations
- Principles of supervision, evaluation, and personnel management
- Community college and workforce alignment in adult education
- Budget development, data analysis, and program planning
- Excellent written, oral, and interpersonal communication skills

- Ability to foster a collaborative, equity-driven school culture

Required Abilities :

- Lead with vision and equity to ensure access and success for diverse adult learners.
- Communicate clearly and professionally with a wide range of stakeholders.
- Build strong collaborative relationships with staff, partners, and community members.
- Analyze data effectively to guide instructional and operational decisions.
- Manage complex programs and meet compliance requirements.
- Supervise and support staff to foster professional growth and high performance.
- Navigate regulations and district policies related to adult education.
- Foster a safe, inclusive, and culturally responsive learning environment.

WORKING CONDITIONS

Work Environment:

- Office and school site environment with frequent interaction with students, staff, and the public

Physical Demands:

- Ability to travel to multiple sites and off-campus meetings
- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods, walking across campus; occasional lifting up to 25 pounds

LICENSES AND OTHER REQUIREMENTS

- DOJ/FBI fingerprint clearance
- TB test clearance

Classification: Certificated Management

Salary Range: Diablo Managers Association Salary Schedule, Range 31
FLSA Status: Exempt
Bargaining Unit: None

Date Adopted: TBD