MT. DIABLO UNIFIED SCHOOL DISTRICT

Assistant Director, College and Career, Adult Education

Primary Function

Assists the Director, College and Career, Adult Education to provide leadership, coordination and support to Adult Education and K-Adult Career Education programs. Assists in planning, administering, and managing all Adult Education programs. Takes a leadership role in building Career Education opportunities for all students in the Mt. Diablo Unified School District.

Directly Responsible To

Director, College and Career, Adult Education

Supervision

Assists with supervision of Adult Education Vice principals.
Supervises and evaluates other assigned certificated and classified staff.

Major Responsibilities

1. Assists in the direction and supervision of Adult and Career Education programs.

2. Assists in the determination of the educational needs of students requiring Adult Education, and organizes courses and programs to meet these needs.

3. Takes leadership in creating healthful human relationships, which will provide a suitable climate for learning and teaching.

4. Assists in the coordination of programs to provide opportunities for students to complete their high school education and/or other appropriate career and individual goals.

5. Assists in the development of curriculum and instruction in various programs of Adult Education, Career Education, and other programs K-Adult.

6. Assists in the development, implementation, and evaluation of procedures related to student placement in adult programs.

7. Assists in development and administration of budget for Adult Education and specialized career program grants.

8. Works with classified and certificated personnel departments in the recruitment, selection and placement of appropriate Adult Education personnel.

9. Assists in the evaluation of certificated and classified personnel directly responsible to the Director, in accordance with district policy.

10. Prepares necessary district and state research, statistical reports, and follow-up studies to determine the effectiveness of the Adult and Career Education programs.

11. Submits required reports to the appropriate agencies.

12. Assists in preparation of appropriate ongoing state and federal project applications.

13. Assists in the evaluation of Adult and Career Education programs.

14. Assists in the advancement of the district's goals and policies.

15. Attend job-related meetings and activities specified by the Director.

16. Performs additional duties assigned by the Director.

17. Performs those duties and responsibilities, including supervisory duties, as may be prescribed by the Superintendent.

Qualifications

Knowledge and Skills:

1. Knowledge of principles of organization and management.

2. Knowledge of curriculum concepts and materials pertinent to adult students.

3. Knowledge of state and federal laws pertaining to Adult Education and specialized career grants.

4. Knowledge of school district operations and procedures.

5. Ability to supervise and direct a large staff or department.

6. Ability to speak and write effectively.

7. Ability to work effectively with all segments of the educational community and general public.

8. Knowledge of budget development, maintenance, and evaluation.

Education, Training and Experience:

1. Post graduate work in school administration, curriculum and instruction, or a related field.

2. Progressively responsible experience in providing leadership in a school or district setting.

3. Possession of an appropriate school administrative credential.

4. Experience in a field of Adult and Career education.

Physical Abilities

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, small student classroom table, or in meetings in various configurations; hear and understand speech at normal levels; kneed, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds.

Diablo Managers' Association

Salary Range: 25

Adopted by the Board of Education: August 13, 2014