



Adult School Coordinator

Board Approval: 06/24/2026

BRIEF DESCRIPTION OF POSITION

Under the direction of the Adult Education Principal, assists in the coordination and oversight of Adult School programs by supporting the development, implementation, and promotion of instructional programs and career pathways that advance college and career readiness. Collaborates with staff and community partners to strengthen program delivery, support effective site operations, and promote continuous improvement. Provides support for the administration of Adult Education programs through grant development, implementation, and monitoring to ensure compliance and alignment with program goals. Assists in fostering a high-quality, inclusive learning environment that serves all adult learners, including English Learners, students with disabilities, migrant students, and those who are economically disadvantaged.

Major Duties and Responsibilities

- a. Provides support and oversight for an equitable, high-quality instructional program for all adult education students, maintaining high expectations and appropriate support for students and staff while fostering a learning environment that promotes achievement and mastery of California Standards for all learners, including English Learners, Foster Youth, Homeless Youth, Migrant Youth, Students with Disabilities, and Economically Disadvantaged Student. E
- b. Oversee CTE grants and budgets, including development, allocation, monitoring, and compliance, ensuring alignment with program goals, funding requirements, and district priorities. Provide ongoing oversight of curriculum and project-based learning within Adult Career Education, monitoring daily implementation and instructional practices to support program quality and continuous improvement. E
- c. Administers federal, state, and local assessments as assigned by the principal. E
- d. Collaboratively develops new courses, course catalogs, and class schedules for adult education. E
- e. Coordinates assigned funded programs, ensuring compliance with federal, state, and local mandates, including CAEP and WIOA requirements, while supporting effective implementation, monitoring, and accountability of program goals and funding. E
- f. Enforces federal, state, and local laws, policies and due process rights relating to students. Interprets such laws, policies and rights to students, staff, and community. E
- g. Supervises school activities as assigned by the Principal. E
- h. Participates in and provides support for the ACS/WASC accreditation process. E
- i. Supports professional learning for certificated and classified personnel. E
- j. Works with staff to promote a high level of customer services as part of the school's culture and creates positive public relations with adult students and the community. E
- k. Provides oversight, and support for counseling and guidance programs and other student support programs and projects as assigned by the Principal. E
- l. Participates as required in District level duties and responsibilities as assigned by the Adult School Principal. E
- m. Supervises and coordinates the maintenance, operations and transportation functions at the site as assigned by the Principal. E
- n. Provides support and oversight for the marketing, advertising, and outreach of Adult Education programs and courses, including assisting in the identification of community needs through outreach efforts and surveys to inform program development and improve enrollment and engagement. E
- o. Provides support, and oversight for the development and implementation of the Safe School Plan and the District's overall disaster and safety preparedness plan. E

p. Provides support and facilitates communication for adult students regarding Dual Enrollment programs.

q. Performs other duties as assigned. E

Knowledge and Abilities

- Ability to communicate effectively
- Interpret policy, procedures, and data.
- Maintain emotional control under stress.

Physical Demands/Environmental Factors

- Evening/Night hours to accommodate adult school programs
- Frequent district-wide and occasional statewide travel
- Occasional prolonged and irregular hours
- Infrequent heavy lifting

REQUIREMENTS:

WORK YEAR: Certificated Management Work Year; 213 days

CREDENTIAL: Current valid Teaching Credential (preferred), Pupil Personnel Services or other Support Services Credential (preferred), Current Administrative Credential (preferred)

EDUCATION: Master's degree in education or related field from an accredited college or university (preferred)

EXPERIENCE: Three years successful experience as a certificated teacher or counselor or in other certificated support credential service (required);

- Successful experience as a school site administrator (preferred);
- Successful experience writing grants and managing grant-funded programs (preferred);
- Experience working with business, industry, and community groups in support of CTE programs (preferred);
- Extensive experience working with diverse adult student populations

OTHER:

- Bilingual in Spanish (preferred/not required)
- Knowledge of Mixteco, Tagalog, and other world languages (preferred)

SALARY: Certificated Management Salary Schedule

BENEFITS: Medical (employee contribution), 100% dental, vision and life insurance