

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: Pending Board Approval
Salary Schedule: 150; Row: 1

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: **DIRECTOR – ADULT EDUCATION**

JOB PURPOSE STATEMENT: Under general direction of the Superintendent or designee, the Director Adult Education supervises the development and implementation of all aspects of a cohesive, well-articulated continuum of instructional support programs for students attending the Adult Education program in our district, by developing, guiding, and monitoring, the instructional support programs during the school year at the adult school level.

JOB FUNCTIONS:

- Provides overall supervision, coordination, and expansion of all of the component parts of the District's Adult Education Program.
- Plans and introduces new programs to meet the needs of adult learners.
- Interprets and ensures compliance with applicable federal, State or local laws, rules and regulations.
- Supervises and coordinates the work of immediate subordinates and approves deviations from established procedures and methods used in the performance of their duties.
- Prepares and submits the budget for the Adult Education programs and exercises budgetary control over the approved budget.
- Prepare curriculum and a catalog of courses including a course description to accompany each class found in all Adult Education programs.
- Analyzes and reviews adult school facilities and makes recommendations for additions, new construction, remodeling, and space rentals.
- Develops immediate and long-range goals for the Adult Education program.
- Identifies barriers to the student's educational progress and develops correcting instructional strategies to ensure student success.
- Provides leadership in the evaluation of the Adult Education program and enlists the support of subordinates in an effort to continually improve the quality of the program.

JOB TITLE: DIRECTOR – ADULT EDUCATION

Page 2 of 3

JOB FUNCTIONS (Continued):

- Plans, coordinates, and provides academic counseling, transcript evaluation, student scheduling, orientation, and enrollment. Oversees all student testing in accordance with time frames established by Adult Education to meet requirements of enrollment, and the State and Federal guidelines for funding and/or accountability.
- Directs the maintenance of necessary records to meet requirements for reports to the Governing Board, State Department of Education, agencies of the Federal Government, and other agencies as required.
- Develop a program of publicity relating to the adult education program and acts as the principal spokesperson for Adult Education in the community and enlists community support and appreciation for the program.
- Engages with and represents the school to outside funding agencies on behalf of District as requested; develops and maintains positive effective communication and positive relationships.
- Seeks additional/supplemental funding, through grant writing, which complies with district policy, state and federal laws and regulations.
- Directs the employment, processing, credentialing, and payroll timekeeping for adult school staff.
- Coordinates professional development for certificated staff on materials and strategies for instructing adult English Learners.
- Serves as District Title IX Investigator, ensuring compliance with Title IX investigations by collecting and analyzing data, writing comprehensive reports and maintaining records of investigations pursuant to board policy, administrative regulation, and state/federal laws and compliance, forwarding results to designated Title IX Coordinator.
- May assist in the training of other staff on Title IX investigations and processes.
- Serves on various District planning and policy making committees; recommends and participates in the development of District policies and procedures.
- Performs related duties as assigned that support the overall objective of the District and the position.

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)

JOB TITLE: DIRECTOR – ADULT EDUCATION

Page 3 of 3

PHYSICAL ABILITIES (Continued):

- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift up to (25 pounds), carry up to (25 pounds) and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- Master's Degree required

Experience:

- Minimum of five years experience in teaching, counseling, librarian, or psychologist; however, some teaching experience is preferred.
- Minimum of two years experience in school administration is desirable

Credential and Licenses

- Eligible to apply for or holds a valid California Administrative Services and appropriate teaching/certificated credential (s)
- TB Clearance
- Drug/Alcohol Clearance
- Valid California Driver's License
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Certificated Management Position