



RIALTO UNIFIED SCHOOL DISTRICT

Principal, Adult Education Management Job Description

DEFINITION

Under the direction of the Superintendent and/or designee, the Principal of Adult Education shall be responsible for assessment, budgeting, directing, supervising, coordinating and evaluating the district adult education program and personnel. The principal shall administer alternative education programs and the adult education program in accordance with the policies and regulations of the Rialto Unified School District Board of Education, the Adult Education Block Grant, the State Department of Education and the State Education Code.

ESSENTIAL DUTIES

- Serves as principal of the Adult Education School and other programs as assigned.
- Assists in developing policy recommendations regarding adult education programs.
- Analyze and evaluate community needs in adult education and establish programs to meet these goals.
- Work closely with the Adult Education Consortium of this region and the Adult Education Block Grant (AEBG)
- Works with the counselor, teachers, community agencies and their representatives, other school administrators and district office personnel in developing the adult education programs.
- Prepares the master schedule; oversees the registration and scheduling of all adult students.
- Manages the curricular and instructional programs and operations of the school to accomplish established district goals and objectives.
- Oversees the proper maintenance and care of all buildings, equipment and campus grounds to ensure a clean, safe and healthy school environment.
- Provides professional development activities which facilitate the professional growth of the school staff and enhance the quality of the instructional program.
- Develops, maintains and oversees the school's budget.
- Establishes, implements and evaluates procedures used to carry out the daily routine of the school.
- Responsible for the preparation of required state reports, required by the AEBG consortium, the Education Code, the County Superintendent of Schools and the State Department of Education.
- Plans, coordinates, supervises and evaluates the work of all staff.
- Participates in the selection of school site personnel.
- Administers the contracts for both classified and certificated staff within designated responsibilities in an appropriate fashion.
- Attends professional meetings and other meetings regarding school/district business especially with the Adult Education Consortium and the Adult Education Block Grant (AEBG).
- Communicates effectively with appropriate district personnel and the Superintendent.
- Serves on school and district committees as needed; attends a variety of meetings and workshops related to Alternative Education programs and services.
- Communicates incidents and/or situations which might impact this district or its schools to appropriate district office and/or school personnel in a timely and effective manner.
- Ensure that all Adult Education Programs are aligned to the program defined by the Western Association of Schools and Colleges (WASC) and that the adult school is accredited and maintains its accreditation.
- Ensure that all Comprehensive Adult Student Assessment System (CASAS) testing is done in a timely manner to meet deadlines and that validation reports are sent to the state following the timelines that the state has provided.
- Provide opportunities for adults to obtain employable skills in career technical educational fields.
- Maintain close communication with high school administrators and their staff on all matters involving adult school.

QUALIFICATIONS

Knowledge of: Adult Education Programs •Laws, regulations and compliance issues related to Adult Education Programs •A variety of instructional strategies

Ability to: Plan, coordinate, and facilitate collaborative relationships, activities, and services involving diverse groups of people in accordance to applicable program regulations and requirements; Effectively use time and resources to accomplish project objectives; Effectively use oral and written communication among and to program individuals and institutions; and Demonstrate experience in successful teaching methods.

EXPERIENCE AND EDUCATION

Experience: At least three years of satisfactory teaching experience and secondary administrative experience as an assistant principal or principal or experience in a leadership role. Must possess a valid California administrative credential authorizing service in secondary schools.

Education: Master's degree from an accredited university; degree in a STEM field, valid California Teaching Credential; valid California K-12 Administrative Credential; EL authorization or equivalent.

PHYSICAL DEMANDS**Physical class:**

Moderate lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

Work area requirements:

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to use common school hand tools, computer, telephone and photocopy machine. Possession of a valid California driver's license and a private vehicle.

Physical requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours

Frequently/Medium - 3 to 6 hours

Constantly/High - 6 to 8 hours

Stooping:	Low	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	Low
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	*Driving:	Occasionally
Grasping:	Occasionally	Walking:	Constantly
Fingering:	Occasionally	Push/Pull:	Occasionally
Keyboarding:	Medium - must be literate		

***Verification of the possession of a valid California Motor Vehicle Operator's License, a DMV printout and insurability by the District's liability insurance carrier is required.**

Frequent motion:

Twisting:	Low
Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently
Reaching to shoulder level:	Occasionally
Forward shoulder/neck flexion:	Occasionally - 3 hours per day
Reaching to above shoulder level:	Occasionally
Reaching below shoulder level:	Frequently

Sensory requirements:

Ability to see:	Constantly
Ability to hear:	Constantly
Ability to talk:	Constantly
Ability to smell:	Constantly
Ability to touch:	Constantly

Must be able to deal with these environmental considerations:

Heat:	Has own controls
Odor:	Yes
Noise:	Yes
Humidity:	Occasional
Moisture:	Occasional
Fluorescent lights:	Yes
Floor may be slippery at times:	Tiled areas
Working in close quarters with others:	Yes, all the time
Working inside:	95% of the day
Working outside:	5% of the day

This job requires:

Alertness:	Constantly
Attention to detail:	Constantly
The use of two hands:	Constantly
Recall of names and dates:	Constantly
Ability to work in temperatures down to 30 degrees and up to 105 degrees.	

Ability to deal with psychological factors:

Team work:	Constantly
Frustration:	Moderate - depends on the time of year
Repetitive tasks:	Yes, signature
Level of responsibility:	High
Must keep up with schedule:	High
Able to work extended hours as needed:	High
Dealing with upset employees, parents, community members:	Moderate

Physiologic factors:

Must maintain a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 th grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes