



RIALTO UNIFIED SCHOOL DISTRICT

ADULT SCHOOL ASSISTANT PRINCIPAL Management Job Description

NATURE OF THE WORK

The Adult School Assistant Principal will assist the principal in planning, directing, and supervising the activities of the Adult School. These include specific assignments in program administration, personnel management, curriculum development, implementation of instructional programs, supervision and evaluation of staff, financial and physical resource management.

MAJOR RESPONSIBILITIES

- Serves as the Assistant Principal of the Rialto Adult School and other programs as assigned.
- Assists the principal 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 California Adult Education Program (CAEP)
- Works with the principal, counselor, teachers, community agencies and their representatives, other school administrators and district office personnel to help develop the adult education programs.
- Assist with the preparation of the master schedule; oversees the registration and scheduling of all adult students.
- Supports the curricular and instructional programs and operations of the school to accomplish established consortium, school and 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 and Participates in professional development activities which facilitate the professional growth of the school staff and enhance the quality of the instructional program.
- Assist with the school's budget.
- Under the Principals guidance, prepare required state reports, required by the California Adult Education Program (CAEP) consortium, the Education Code, the County Superintendent of Schools and the State Department of Education.
- Plans with the principal and supervises and evaluates the work of staff.
- Participates in the selection of school site personnel with the Principal
- Assist with the administration of 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 California Adult Education Program (CAEP).
- Communicates effectively with appropriate district personnel.
- 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.
- Under the direction of the Principal, ensures that all Adult Education Programs are aligned to Western Association of Schools and Colleges (WASC) and that the adult school is accredited and maintains its accreditation.
- Oversees Adult Student Assessment System (CASAS) testing and ensures that 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.

QUALIFICATIONS

Knowledge of:

- State approved Adult Education Programs.
- Laws, regulations and compliance issues related to Adult Education Programs.
- Practices and techniques of public relations.
- Curriculum development and evaluation in the areas of independent study, adult education, and Career and Technical Education (CTE)

Ability to: Work with the Principal to plan, coordinate, and facilitate collaborative relationships, activities, and services involving diverse groups of people; Effectively uses time and resources to accomplish goals objectives; Effectively uses oral and written communication to program individuals and institutions; Demonstrate experience in successful teaching methods.

EXPERIENCE AND EDUCATION

Experience: Three (3) years of satisfactory teaching experience. Some experience working with adult students would be preferred.

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

KNOWLEDGE AND ABILITIES

Analyze situations carefully and adopt an effective course of action; establish and maintain effective professional working relations with staff, District personnel, community, and other agencies; supervise and evaluate the performance of assigned staff; interpret, apply and explain rules, regulations, policies and procedures; attend and support District and school events.

PHYSICAL DEMANDS

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

Physical class:

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: | Occasionally | Carrying: | Occasionally |
| Bending: | Frequently | Standing: | Occasionally |
| Lifting: | Occasionally | Kneeling: | No |
| Reaching: | Occasionally | Sitting: | Occasionally |
| Handling: | Constantly | *Driving: | Occasionally |
| Grasping: | Constantly | Walking: | Constantly |
| Fingering: | Occasionally | Push/Pull: | Occasionally |
| Keyboarding: | Occasionally, must be literate | | |

*Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.

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.

Frequent motion:

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| Twisting: | No |
| 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:

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

Must be able to deal with these environmental considerations:

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| Heat: | Has own controls | Humidity: | Occasionally |
| Odor: | Yes, smoke | Fluorescent lights: | Yes |

Must be able to deal with these environmental considerations (continued):

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| Noise: | Yes | Moisture: | May work in rain |
| Working Inside: | 95% of the day | Working outside: | 5% of the day |
| Floor may be slippery at times: | | Tiled areas | |
| Working in close quarters with others: | | Yes, all the time | |

This job requires:

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| 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:

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| Team work: | Constantly |
| Frustration: | Moderate - depends on the time of year |
| Repetitive tasks: | Yes, signature |
| Level of responsibility: | High |
| Able to work overtime as needed: | Every day |
| Dealing with angry teachers, students & parents: | Yes, weekly |

Physiologic factors:

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| 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 |

District Requirements:

- *Fingerprints on file as required by State Law
- *TB Skin Test as required by State Law