

**ADULT EDUCATION DEAN****DEFINITION:**

Under the supervision of the Principal of the Alternative Schools, develop, implement, direct and supervise the Adult Education instructional program and corresponding activities of the District.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide leadership in determining objectives and identifying needs of the Adult Education Program as the basis for developing long- and short-range plans.
- Lead the overall instructional program; interpret and implement the approved curriculum according to District and State policies and regulations.
- Recruit, screen, select, assign, supervise, and evaluate performance of certificated and classified staff members; motivate employee performance and enhance morale; maintain documentation; recommend appropriate action in cases of substandard performance.
- Assist in planning, organizing, implementing staff development and training; provide guidance to teaching staff in the implementation of the curriculum; encourage and support professional growth for all staff members; participate in own professional growth.
- Design and implement the schedule of classes; assign all students in such a way as to encourage their optimal growth and make periodic appraisals of their progress; advise, counsel, and assist instructional support, and ancillary personnel in problem solving activities pertaining to the education of adult students.
- Provide leadership in the accreditation process; oversee the planning, organization, and completion of the self-study process; monitor the follow-up process to ensure the accreditation requirements of the Western Association of Schools and Colleges are met.
- Develop school plans and organizational procedures for the health, safety, discipline, and conduct of the students as established by District policies and State law.
- Maintain effective community relations; serve as the primary source of information to the respective community; carry out a program of community relations as a means of taking the initiative in interpreting and furthering new programs and classes that effectively address the needs of adults served by SVUSD and high school age minors.
- Serve as a district officer in the communications between the central administration and all building employees in the school and interpret, support, and implement District and State policies and procedures.
- Responsible for the operational effectiveness of the Adult Education Program; plan, supervise and direct the business operation of the Adult Education Program in accordance with District and State policy and procedures and oversee site budget planning, revenue and expenditure control process.
- Work in collaboration with the Principal of Alternative Schools in the development and implementation of the adult education instructional program, including preparation of the schedule of classes, program budgets, facility and equipment needs, and grant applications.
- Maintain effective channels of communication within the school, with other schools, and with the District.
- Perform other duties as assigned.

**QUALIFICATIONS:****Knowledge of:**

Adolescent development and adult learning styles; procedures, methods and strategies pertaining to the administration of the adult education operation; State standards, curriculum and instruction as they relate to adult education; safety procedures; effective discipline and campus supervision; State regulations and District practices related to the management of program budgets; Education Code, local policies, and State and Federal laws relating to minors; technology; contract management; methods and procedures of supervision and evaluation and current educational theories and practices.

Ability to:

Plan, organize and coordinate the management functions and activities of an adult education program; represent the interests of the District within the local and statewide community in a manner that generates respect for the Adult Education program; communicate effectively, both orally and in writing; establish and maintain effective working relationships; demonstrate effective leadership; analyze problems and issues and develop appropriate solutions; understand and carry out directions with minimal supervision and manage multiple tasks; build a schedule of classes.

Experience:

Minimum of three years of successful school teaching, preferably at the secondary level, and three or more years of successful administrative experience, preferably at the secondary level; teaching or administrative experience of an adult school preferred.

Education:

A Master's degree from an accredited college or university.

Physical Performance Requirements:

Frequent standing or walking much of the time with some sitting, bending, stooping, squatting and twisting. Lifting of supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials:

Valid California teaching credential and administrative credential, and possession of a valid California driver's license.

Board Approved: October 8, 2002