

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Director, Adult Education	CLASSIFICATION:	Non-Represented Management, Certificated
SERIES:	Director III	FLSA:	Exempt
JOB CLASS CODE:	6024	WORK YEAR:	12 Months
DEPARTMENT:	Adult Education	SALARY:	Range 19 Salary Schedule A
REPORTS TO:	Chief Academic Officer	HR APPROVAL: REVISION:	06-01-10

BASIC FUNCTION:

Plan, coordinate, organize, direct, and provide leadership and support to all programs within the framework of adult education.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Direct curriculum and instructional program development to improve student achievement, and provide at-risk students with an opportunity to develop basic core academic and marketable skills. **E**

Serve as a liaison for the adult education program, and appropriate community professional, governmental, business, community service, and industrial organizations in development programs of publicity relating to all district adult education programs, including apprenticeships for student involvement in adult education programs. **E**

Directly supervise the adult education principals. **E**

Oversee and monitor the budget for the adult education programs. **E**

Responsible for ensuring compliance with all state and federal regulations, district policies, procedures, rules and regulations pertaining to those programs that receive categorical funds and special grants. **E**

Counsel and advise assigned supervisor regarding the mission, goals, and strategic plans of the adult education program; facilitate effective decision-making through resolving issued critical to the improvement and change of the adult education program. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide technical expertise, information, and assistance to assigned supervisor regarding assigned functions, unusual trends, or problems, and recommend appropriate corrective action. **E**

Develop and implement long and short-term plans and activities designed to enhance assigned services, and assure an economical, safe, and efficient work environment. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Direct the preparation of the adult education annual budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's degree, and four years of certificated experience, including two years in an administrative or supervisory capacity. Preference will be given for advanced degrees. Additional consideration will be given to candidates who demonstrate outstanding leadership, management ability, and knowledge of adult education.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance; Administrative Services Credential.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Adult education programs.
Curriculum and instructional program development.
Budget preparation and control.
Applicable laws, codes, regulations, policies, and procedures.
District organization, operations, and objectives.
Interpersonal skills using tact, patience, and courtesy.
Effective oral and written communication skills.
Principles and practices of management, supervision, and training.
Evaluation approaches, strategies, and techniques.
Operation of a computer and related software.

ABILITY TO:

Provide leadership and support to all adult education programs.
Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
Establish and maintain effective working relationships with staff, parents, and the public.
Communicate effectively, both orally and in writing.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Analyze situations accurately, and adopt an effective course of action.
Plan and organize work to meet schedules and deadlines.
Prepare comprehensive narrative and statistical reports.
Supervise and evaluate the performance of assigned staff.
Operate a computer and related software.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

HEALTH BENEFITS: Management employees purchase their own health benefits with district-offered plans.