

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Supervisor, Adult Education	<b>CLASSIFICATION:</b>	Classified Non-Represented Supervisor
<b>SERIES:</b>	Supervisor II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	0479	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	CAJ Skills Center	<b>SALARY:</b>	Range 16 Salary Schedule G2
<b>REPORTS TO:</b>	Director II and Director III, Adult Education	<b>HR APPROVAL:</b> <b>HR REVISION:</b>	10-01-10

**BASIC FUNCTION:**

Supervise, plan, organize, coordinate, and direct the activities, projects, and work of assigned classified staff and the daily operation of the business and financial operations of a large adult education school; supervise and evaluate the performance of assigned staff.

**DISTINGUISHING CHARACTERISTICS:**

The Supervisor of Adult Education has detailed knowledge of the business and financial side of a large adult education school, and ensures that business and financial operations meet federal, state, and local requirements, funding terms, and conditions. The supervisor demonstrates expertise in assigned duties, performs tasks which require a high level of organizational skill, and utilizes independent judgment and analysis.

**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.)**

Supervise, train, mentor, evaluate, and direct the performance of assigned classified staff, and participate in the interview and selection of new employees; process personnel records; make recommendations concerning staffing; discipline assigned staff according to district policies and procedures. **E**

Supervise all assigned classified school employees who work in the school finance, financial aid, customer service, and attendance/assessment/registration sections of an adult education school; lead employees toward the achievement of financial goals and other goals as determined. **E**

Oversee and monitor the processing of a variety of financial information including accounts payable, time sheets, accounts receivable, budgets for instructional/categorical accounts or funds, tuition payments, charges for students receiving aid for vocational, rehabilitation, and county welfare funds and other sponsoring agencies. **E**

Oversee and monitor the front counter or selling area of the book store, inventory stock control, financial aid application process, Pell grant distributions and student loans, and student attendance and audits. **E**

Prepare complex financial and statistical reports and summaries; review financial reports, receipts, disbursement records, and computer printouts to assure accuracy and completeness; make corrections and adjustments as necessary. **E**

Ensure that public funds are used appropriately and wisely; monitor the budget and school fiscal practices including receipt of grants and donations. **E**

Communicate with state, federal, and local agencies, district and county departments, vendors, and personnel to answer questions, obtain information, arrange or receive payment, or resolve discrepancies and issues. **E**

Monitor public relations and student issues related to assigned duties; identify the root cause of delayed enrollment and/or financial aid issues; assure respectful staff interactions with students at all times. **E**

Collect, compile, interpret, and manage data for department, district, state, or federal reports; monitor the documentation and timelines for all federal and state reports to assure compliance with funding requirements; maintain records that serve as a basis for earning or meeting state and federal funding; audit files to ensure accuracy, completeness, and program compliance. **E**

Assure compliance with various local, state, and/or reporting requirements, guidelines, rules, and regulations, as well as district procedures and policies. **E**

Oversee the creation and maintenance of the department's recordkeeping systems; develop, prepare, and audit a variety of reports, records, statistical data, and files to ensure accuracy, completeness, and compliance of tasks related to laws, rules, regulations, policies, procedures, and form usage. **E**

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

Assist with the preparation of the adult education annual school budget; analyze and review budgetary and financial data. **E**

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**

Operate a computer to input, output, update, and access a variety of records and information; generate complex reports, records, lists, and summaries from computer database for management review. **E**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external agencies and organizations, and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Provide leadership and work with staff to create a high performance, service-oriented work environment; share knowledge, cooperate with others, participate in meetings and work groups, and support the goals and objectives of the district and department. **E**

Perform related duties as assigned.

### **TRAINING, EDUCATION, AND EXPERIENCE: CHECK**

Any combination equivalent to: associate's degree, and five years of broad, varied, and increasingly responsible financial reporting, budget development, auditing, or statistical recordkeeping experience. Preference will be given to candidates with experience in adult education.

### **LICENSES AND OTHER REQUIREMENTS: CHECK**

Valid California driver's license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

Keyboarding ..... 55 Correct WPM  
 Word..... 85% Overall Score  
 Excel or Access ..... 85% Overall Score

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Business, budget, accounting, and financial processes and practices.  
 General accounting principles and procedures.  
 California school district budgeting and accounting.  
 Financial guidelines and terminology.  
 Effective oral and written communication skills.  
 Methods and processes of statistical analysis and data reporting.

Technical aspects of field of specialty.

Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.

District organization, operations, policies, and objectives.

Research methods, report writing techniques, and record-keeping techniques.

Interpersonal skills using tact, patience, and courtesy.

Correct English usage, spelling, grammar, punctuation, and positive customer service techniques.

Operation of a computer and related software.

Principles and practices of effective supervision.

Health and safety regulations.

**ABILITY TO:**

Compile and maintain complex federal, state, and department records and reports.

Motivate employees to work, together harmoniously and effectively.

Supervise, train, mentor, evaluate, and direct the performance of assigned classified staff.

Establish and maintain effective working relationships with others.

Maintain statistical records, and prepare comprehensive statistical reports, analyses, and recommendations.

Research, analyze, compile, verify data, and prepare reports.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

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

Operate a computer and related software.

Communicate effectively, and maintain cooperative and effective relationships.

Analyze situations accurately, and adopt an effective course of action.

Work independently with little direction.

Utilize effective leadership skills that work well in a team setting.

Lift light objects according to safety regulations.

Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; constant interruptions; excessive intermittent noise; 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, reach overhead, above the shoulders, and horizontally to retrieve and store files or hook up computers; lift light objects.

**SAMPLE HAZARDS:**

Occasional contact with dissatisfied individuals.

**HEALTH BENEFITS:** Non-Represented Supervisor employees purchase their own health benefits with district-offered plans.