

MT. DIABLO UNIFIED SCHOOL DISTRICT

VICE PRINCIPAL, ADULT SCHOOL

Primary Function

Administers the every day operation of specific assigned programs and site responsibilities within the Adult Education Program.

Directly Responsible To

Director, Adult Education

Supervision

Supervises and evaluates assigned certificated and classified staff.

Major Responsibilities

1. Develops, with the community, the school district and the adult faculty and staff, a clear statement of instructional goals and objectives for the adult program that are consistent with the established goals of the district.
2. Administers and supervises specified program areas within the adult education program.
3. Takes leadership in creating healthful human relationships which will provide a suitable climate for learning and teaching.
4. Aids in the development of curriculum and scheduling of classes for adult students.
5. Remains current in matters relating to the field of adult education.
6. Aids students in academic, vocational, and personal planning.
7. Compiles and maintains employment career and community resource information.
8. Assists teachers to establish standards of expected progress for students in accord with district and program guidelines
9. Works effectively with business, industry, community and public agencies.
10. Assists in maintaining complete and accurate records.

Vice Principal, Adult School - cont'd

11. Provides a safe educational environment for students and staff.
12. Assists in the development and monitoring of the budget for the assigned programs; monitors petty cash expenditures; advises Director, Adult Education of budget changes.
13. Aids in supervision of classrooms and in the evaluation of teachers and teaching. Makes recommendations regarding the selection, retention and promotion of personnel; assists with the credentialing issues.
14. Coordinates special projects as assigned by the Director of Adult Education.
15. Remains aware of the adult community educational needs and promotes a customer friendly attitude.
16. Assists the Director of Adult Education in keeping the community informed of educational opportunities of adult education programs; works to actively promote adult education in the community and in the district.
17. Works cooperatively with adult education and other district staff in the course of fulfilling position responsibilities.
18. Attends job-related meetings and activities specified by the Director of Adult Education.
19. Performs additional duties assigned by the Director of Adult Education as an adjunct to regular stated duties.
20. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Superintendent.

Qualifications

Knowledge and Skills:

1. Knowledge of principles of organization and management.
2. Knowledge of curriculum concepts and materials pertinent to adult education.
3. Knowledge of basic elements of instruction.
4. Ability to work with pupils and adults in a supervisory capacity.
5. Knowledge of school district operations and procedures.
6. Ability to work effectively with all segments of the educational community and general public.

Vice Principal, Adult School - cont'd

7. Ability to speak and write effectively.
8. Knowledge of adult learning styles.
9. Knowledge of the Education Code pertaining to adult and secondary education.
10. Knowledge of effective employee supervision and evaluation procedures and techniques.
11. Ability to develop and maintain budgets.

Education, Training, and Experience:

1. Post graduate work in school administration, curriculum and instruction, or a related field.
2. Successful experience working in an adult education program.
3. Successful experience as a classroom teacher in adult education is desirable.
4. Progressively responsible experience in providing leadership in a school or district setting.
5. Possession of an appropriate school administrative credential.
6. Experience in working with businesses, community groups or public agencies.

Adopted by the Board of Education
3/9/99

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