



QUALIFICATIONS OF DIRECTOR, ADULT EDUCATION

TRAINING

- Required:
- Any credential(s) authorizing service as an intermediate level administrator in the secondary grades
 - Master's Degree
- Preferred:
- Doctor's Degree
 - Training beyond credential requirements in organization, administration, curriculum and supervision of an adult education program

EXPERIENCE

- Required:
- Five years of experience in education
- Preferred:
- Teaching experience at more than one secondary grade level and in more than one subject matter field
 - Teaching experience in an adult education program
 - Administrative experience in a secondary school or an adult education school

OTHER QUALIFICATIONS

- Knowledge of:
- Teaching techniques and methods
 - Curriculum planning and development
 - Principles of teacher supervision
 - Community relations methods
 - Human relations as applied to teachers, students and community patrons
- Ability to:
- Communicate well, both orally and in writing
 - Plan, organize, staff, direct and coordinate all of the functions of a comprehensive adult school
 - Establish and maintain cooperative and effective working relationships
 - Relate well to the staff and to students, and assist in establishing and maintaining a high level of faculty and student body effectiveness
 - Perform as a leader in the development and expansion of an adult education program
 - Evaluate teacher effectiveness

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

DUTIES AND RESPONSIBILITIES OF DIRECTOR, ADULT EDUCATION

Primary Function

The Director, Adult School, is responsible, as instructional leader and line administrator, for the total operation of the District Adult School and Tri-Community Adult Education.

Duties and Responsibilities

The Director:

1. Communicates with school and District staff and community patrons regarding Adult Education policies, programs, and procedures;
2. Initiates, implements, coordinates and evaluates plans and procedures for revising, updating and refining the educational programs and operations of the District under his/her direction including appropriate in-service activities;
3. Plans, organizes, staffs, directs and controls all programs for which he/she is responsible in the District Adult School and Tri-Community Adult Education;
4. Selects, assigns, in-services and evaluates all assigned personnel;
5. Evaluates all instructional programs and related conditions requisite to the ultimate achievement of Adult Education goals;
6. Works cooperatively with other departments and division heads to ensure support and articulation for the operation of the Adult School in relationship to District goals;
7. Establishes, distributes and expends within budgetary restrictions, financial resources under his/her assigned classifications;
8. Assesses, interprets and resolves problems calling for immediate action in areas not specifically treated by program, policy, regulation or law;
9. Establishes and maintains contacts with appropriate agencies and persons for the purpose of obtaining accurate and current information relative to adult education;
10. Assists the supervisor in carrying out other duties and responsibilities as directed;
11. Adheres to the policies and regulations of the Boards of Education, the laws and regulations of the California Administrative code and the California Education Code; and

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12. Participates cooperatively with the evaluator to implement the procedures by which he/she will be evaluated in conformance with the District's uniform guidelines for certificated personnel evaluation and assessment.