



**New Job Description**  
**Board Approval: December 11, 2023**

**Assistant Principal of Adult and Community Education**

**Definition**

Reporting to the Principal of Adult and Community Education, the Assistant Principal of this department will aid in managing all Adult Education Programs. This includes planning, organizing, coordinating, supervising, and monitoring the district's adult and community education programs and services. The Assistant Principal's duties encompass curriculum development, accreditation processes, grant writing, staff development and evaluation, fostering community relationships, managing school facilities and staffing, and ensuring compliance with all required reporting for Adult Education programs as per District, state, and federal laws, policies, regulations, and guidelines.

**Essential Duties and Responsibilities**

- Aid in managing and overseeing all Adult Education Programs.
- Help with curriculum development, accreditation, grant writing, and reporting requirements.
- Contribute to setting goals, objectives, policies, and procedures for adult and community education.
- Foster positive relationships with students, staff, community organizations, and business partners.
- Assist in implementing instructional Career Technical Education (CTE) programs and courses.
- Assist in implementing instructional Academic programs and courses.
- Assist in implementing instructional Community-based programs and courses.
- Manage General Education Diploma (GED) and A-G pathway programs, including course lists and scheduling.
- Plan and support professional development in various educational programs.
- Collaborate with state, federal, and local agencies involved in Adult Education.
- Assist the Principal in writing and managing all Adult Education-related local, state, and federal grants.
- Assist the Principal in preparing and completing all required reports and compliance documents.
- Assist the principal with the Western Association of Schools and Colleges (WASC) and Council on Occupational Education (COE) accreditation processes.
- Assist the Principal in developing and monitoring budgets and grant applications for program maintenance, development, and compliance.
- Supervise and evaluate Adult Education staff.
- Comply with Board of Education policies, California Administrative and Education Codes, and other relevant laws.
- Perform additional tasks as assigned.

**Required Qualifications**

- Appropriate California Administrative Credential.
- Master's Degree or equivalent.
- Five years in education, three of which must have been in teaching and the other two in coordination, supervision, and/or administration.
- Valid California driver's license



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**Preferred Qualifications**

- Successful Adult Education administrative experience.
- Experience with the accreditation processes related to program certification and compliance for the Western Association of Schools and Colleges (WASC) and the Council on Occupational Education (COE).
- Experience with the California Adult Education Program funding and data collection mandates.
- Experience with Financial Aid student grants and program certification.
- Bilingual

**Knowledge of**

- Administration of efficient and beneficial Adult Education Programs.
- Techniques for curriculum design, planning, implementation, and evaluation of Career Technical Education (CTE) programs and courses.
- Techniques for curriculum design, planning, implementation, and evaluation of Academic programs and courses.
- Techniques for curriculum design, planning, implementation, and evaluation of Community Education programs and courses
- Knowledge of school law and regulations about Adult Education, including accreditation and compliance.
- Expansion of adult education programs for emerging populations.
- Principles of educational psychology focused on adult education, including student growth and development.
- Strategies for effective public outreach targeting adult populations and promoting programs with community and government agencies.
- Implementation of educational technology in instructional programs.
- Budget preparation and financial control methods.
- Development of professional growth and training programs specific to adult education.
- California Adult Education Program funding and data collection requirements.
- Management of financial aid, student grants, and program certification.

**Ability to**

- Manage all aspects of adult education programs.
- Excel in oral and written communication.
- Comprehend and adhere to adult education funding guidelines for compliance.
- Accurately assess instructional programs and aid in their improvement.
- Foster cooperative relationships with colleagues and subordinates.
- Utilize leadership skills to enhance team collaboration and decision-making.
- Assess staff performance and identify training needs.
- Work with internal and external partners to coordinate training.
- Analyze data to make informed decisions and recommendations.
- Efficiently handle multiple tasks in a dynamic, fast-paced setting.

**Salary**

This position will be paid on the appropriate step of the certificated management salary schedule.

- 210 days, 12 months per year
- \$132,313- \$145,031 annual salary



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