

PRINCIPAL – ADULT SCHOOL

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| Primary Function: | To provide and direct an instructional program to meet the needs of adult school students. |
| Directly Responsible To: | Assistant Superintendent/Personnel |
| Directly Supervises: | All certificated and classified staff assigned to the adult programs. |
| Functional Responsibilities: | To be the ultimate responsible authority for the overall operation of the district adult school program. |

QUALIFICATIONS

1. Education:
 - A. Advanced degree with emphasis in administration, supervision, and curriculum development.
 - B. Appropriate California Administrative credential.
2. Experience:
 - A. Evidence of successful secondary teaching and administrative experience.

APPOINTMENT

1. The candidate shall be elected by the Board of Trustees on the recommendation of the superintendent.
2. The candidate shall be selected from among a list of qualified applicants selected through the medium of interview and examination procedures established by the superintendent.

OPERATIONAL RESPONSIBILITIES

The Superintendent is authorized to develop a job description for the Principal, Adult School, that will define specific areas of responsibility.