

CERTIFICATED

PRINCIPAL – ADULT SCHOOL

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.

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The operational responsibilities shall include but not be limited to the following:

THE PRINCIPAL:

A. General

1. Provides the general administrative and educational leadership for the adult school program in full keeping with district policy.
2. Recruits and recommends the appointment of instructors for adult school classes.
3. Evaluates certificated and classified personnel in keeping with established district policy.
4. Encourages teachers and students to participate in the planning of the adult school programs and course offerings.
5. Prepares preliminary budget using all appropriate school staff assistance.
6. Maintains budgetary control of expenditures and requisitions and administers use of supplies and equipment.
7. Participates in the construction and revision of the curriculum and assists in the selection of textbooks, supplementary textbooks, materials and periodicals.
8. Determines the adult educational needs in a given area through study and analysis of individual and group requests for classes and consultation with business, industrial and labor organizations and advisory committees.
9. Assists in the development of course outlines and insures that all teachers follow courses of study according to policy.
10. Spends time necessary to observe and supervise curriculum on campus and in classrooms.
11. Aids in the establishment of inservice training programs for instructors in the adult schools and participates in planning and conducting workshops and institutes for teacher improvement.
12. Counsels and assists students who wish to pursue courses of study leading to graduation or a vocation.

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13. Assigns teachers and students to subjects and grades for the most effective utilization of staff personnel and for the most beneficial advancement of students.
14. Is primarily responsible for the public relations activities of the adult school and cooperates with the district public relations person to insure communication to the public concerning the programs of instruction.
15. Secures needed classroom space for adult education courses offered in various areas of the community.
16. Prepares master schedule of classes, develops daily time schedules and edits and publishes bulletins, newsletters, announcements, and schedules of adult school programs.
17. Supervises the maintenance and security of records reflecting the academic progress of students.
18. Provides for safety of all personnel engaged in his school's program through daily inspection.
19. Prepares and submits reports as directed by the superintendent.
20. Performs such other duties as may be properly assigned by the Superintendent.