

Position: Vice Principal – Adult Education	Board Approved: 9/1/09
Salary Grade: Certificated Administrative	FLSA: Exempt

Summary

Under direction of the Principal of Adult Education, the Vice Principal will organize, coordinate, and administer assigned programs and activities related to attendance, instruction, and staff development at an adult education school; assist the Principal with administrative duties involving curriculum development and school plant operations as assigned.

Essential Duties and Responsibilities

- Plan, organize, coordinate, and participate in programs and activities related to a major adult education school function, such as attendance, instruction, and staff development; assist the Principal with administrative duties involving curriculum development and school plant operations as assigned.
- Perform a variety of administrative duties to assist the Principal in managing course development, scheduling, curriculum development, and school and off-site operations; assume the duties of the Principal as assigned.
- Enforce applicable state and district codes, policies, and laws; administer District and school site discipline policies and safety programs.
- Supervise and evaluate the performance of designated certificated and classified personnel; model district standards of ethics and professionalism; assign duties to faculty and staff as appropriate to meet school objectives; assist with recruiting, interviewing, and selecting new faculty and staff.
- Provide input to assessment of community needs for courses; meet with advisory councils; prepare grant requests.
- Monitor and organize attendance functions; confer with personnel and students to resolve attendance issues; prepare related records and reports.
- Supervise and evaluate student performance.
- Assist with establishing and maintaining a safe and positive school environment that meets the needs of culturally diverse populations.
- Provide direction to a variety of grant-funded faculty, staff, and student programs and services; participate in informal and formal classroom visitations and observations; provide recommendations and suggestions as appropriate; oversee off-campus programs at other school sites including a variety of fee-based programs.
- Establish, coordinate and maintain communication with administrators, personnel, students, and outside agencies to exchange information and resolve issues or concerns related to school activities, services, and student behavior.
- Assist in the development of the school master schedule.
- Attend a variety of meetings and events to represent the adult school; develop correspondence, publicity, and other public relations media to promote school activities, special events, and achievements.
- Provide direction to the school’s attendance issues and plant maintenance; assure programs and services meet established policies, procedures, objectives, and requirements.
- Assist with developing, monitoring, analyzing, and projecting the school budget; assist with grant writing.
- Compile, analyze, and interpret test data to evaluate the effectiveness of instructional programs and testing processes; direct and participate in the collection, compilation, and

recording of required data.

- Prepare and present in-services to community and staff on district school policies, and enforce implementation of same.
- Supervise and organize student activities; monitor budgets; attend a variety of school events
- Direct the preparation and maintenance of a variety of district, county, state, and federally mandated records and reports regarding student attendance, discipline, attendance, test scores, cumulative records, and academic achievement; operate a computer to prepare and maintain correspondence, records, and reports.
- Maintain current professional knowledge through professional organizations and professional literature as to current trends, innovative practices, and other changes in educational programs.
- Perform related duties as assigned.

Qualifications

▪ Knowledge and Skills

- Comprehensive organization, activities, goals, and objectives of an assigned school.
- School law administration, applicable sections of the State Education Code, and other applicable laws.
- Instructional standards and faculty requirements.
- Board and district policies, procedures, and regulations.
- Labor relations law and employee contracts.
- State plant facility requirements.
- Principles and practices of administration, supervision, and training.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- Basic computer operations.

▪ Abilities

- Organize, coordinate, and administer assigned programs and activities related to attendance, instruction, and staff development at an adult education school.
- Assist the Principal with administrative duties involving curriculum development and school plant operations as assigned.
- Direct, evaluate, and supervise assigned certificated and classified staff.
- Direct activities regarding personnel, the physical plant, student services and activities, curriculum and instruction.
- Establish, coordinate, and maintain communication with community groups.
- Assist with the implementation, evaluation, and modification of instructional and categorical programs in accordance with applicable laws.
- Plan and organize work.
- Analyze situations accurately, and adopt an effective course of action.
- Complete work with many interruptions.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Communicate effectively both orally and in writing.
- Operate a computer and related software.
- Prepare and deliver oral presentations.
- Meet district standards of professional conduct as outlined in Board Policy.

▪ Physical Abilities

The physical demands described here are representative of those that must be met by an

employee to successfully perform the essential functions of this job. The employee must be able to:

- Hear and speak to make presentations, and exchange information in person and on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- See to read and prepare documents and reports, view a computer monitor and monitor student activity.
- Sit or stand for extended periods of time.
- Kneel.
- Bend at the waist.
- Reach overhead, above the shoulders, and horizontally.
- Lift light objects.

▪ **Education and Experience**

Any combination equivalent to: Bachelor's Degree, and three years of successful, full-time teaching, pupil personnel work, librarianship, health services, or clinical or rehabilitative services experience in public or private schools. Preference will be given for experience in adult education.

▪ **Licenses and Certificates**

Valid California driver's license, and provide personal automobile. Administrative Services Credential or must be enrolled and show proof of enrollment in an Administrative Internship Program and be eligible for the Administrative Internship Credential upon appointment to the position.

▪ **Working Conditions**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include office and school environments.

Hazards

Contact with dissatisfied or abusive students, parents and staff.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.