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| <b>Location:</b>         | <b>Metropolitan Education District (MetroED)<br/>Silicon Valley Adult Education (SVAE)<br/>760 Hillsdale Avenue, San Jose CA 95136</b> |
| <b>Reports To:</b>       | <b>SVAE Principal</b>                                                                                                                  |
| <b>Classification:</b>   | <b>Certificated Administrator</b>                                                                                                      |
| <b>Date Approved:</b>    | <b>Pending Approval</b>                                                                                                                |
| <b>Dates Revised:</b>    |                                                                                                                                        |
| <b>Position Control:</b> | <b>140014, Salary Schedule 10 , Range 18/19, Work Year 210 days</b>                                                                    |

**POSITION DESCRIPTION:**

The Coordinator/Assistant Principal reports directly to the SVAE Principal. The Coordinator/Assistant Principal will be assigned a wide scope of management and administrative responsibilities related to program operation, planning, development and evaluation including district-level projects. The Coordinator/Assistant Principal will be working with and collaborating with other adult schools and community colleges as prescribed in the new Adult Education Block Grant (AEBG) (AB104). The Coordinator/Assistant Principal serves as the evening administrator for SVAE\SVCTE programs.

This is an overtime exempt position requiring attendance at meetings outside of normal working hours.

**AREAS OF RESPONSIBILITIES/DUTIES:**

**Essential Functions:**

- Demonstrates commitment to the mission of SVAE and to its core values, strategic goals and student outcomes
- Supervises Silicon Valley Adult Education evening programs for MetroED
- Provides administrative leadership in the development, and implementation of programs including ESL, ABE, ASE, CTE classes for the day and evening programs for adults and distance learning
- Administers programs, including management and supervision of staff and events
- Collects & analyzes data and assists in identifying gaps in the current provision of Adult Education & assist in developing strategies to address these needs
- Provides an educational environment which encourages maximum learning
- Oversees the CalWORKS program and staff
- Participates in the hiring and evaluation processes of certificated and classified staff
- Leads complex projects and grants as assigned
- Assists in monitoring program budgets
- Adheres to State laws, legal compliance, and District policies and practices
- Provides administrative support as needed
- Participates in the South Bay Consortium for Adult Education (SBCAE) meetings and activities
- Represents the program in professional and community groups, attending various off campus meetings
- Serves as a member of the Administrative Team and other committees as assigned

**AREAS OF RESPONSIBILITIES/DUTIES (continued):**

**Essential Functions:**

- Assists in the development and review of professional growth plans for adult education staff
- Plans and administers in-service programs for staff development and the implementation and evaluation of curriculum
- Assist with preparation for Federal Monitor Programs reviews
- Updates Teacher Handbooks
- Performs other administrative duties as assigned

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Staff management and supervision
- Curriculum development and assessment
- Laws and regulations including child welfare laws, Education Code, Americans with Disability and Section 504 of the Rehabilitation Act
- MetroED practices and policies

**Ability to:**

- Use computer programs to create and develop effective materials and communication tools
- Compile and analyze data
- Develop curriculum
- Work collaboratively with others
- Effectively communicate with students, parents, school personnel, and members of local and state agencies and of the business community
- Effectively observe and analyze instructional strategies/techniques, including implementing designated area goals and objectives
- Ability to establish and maintain effective relationships with staff, county office, school district personnel, business community, and other related individuals
- Ability to participate with all service area units to promote interdepartmental cooperation and efficiency
- Analyze issues, create plans of action, and reach solutions
- Problem solving with data and equipment

**MINIMUM QUALIFICATIONS:**

Specific knowledge required to satisfactorily perform the functions of the job include:

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- Basic math including calculation of fractions, percent's, and/or ratios;
- Read technical information
- Compose a variety of documents
- Facilitate group discussions
- Understand complex multiple-step instructions
- Thorough working knowledge of organization, supervision and management practices, techniques, and principles

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- Current theories, practices, and techniques in human resources and education programs
- Laws and regulations related to Adult Education programs
- Staff development and organizational development skills
- Behavior management strategies

**Experience:**

- A minimum of three (3) years of successful teaching experience required, preferably in at adult or secondary school level
- Experience in a public secondary school setting which would demonstrate exposure to and utilization of required skills, knowledge, and abilities in performing job-related duties and responsibilities is required
- Three (3) years of full-time administrative, education leadership, management, supervision and supervision experience. Preferably in secondary or adult school level
- Worked with diverse community groups; exhibited leadership
- ~~Organized tasks, time and people; evidenced decision making ability~~

**Education and Credentials:**

- Possession of a valid California Teaching Credential
- Possession of Administrative Services or Supervision and Coordination Credential
- You must provide copies of credentials as required for the position or provide evidence of qualifying for required credentials with your application materials
- Bachelor's degree from an accredited college required,
- Master's degree preferred

**License:**

Must possess a valid California Driver's License and/or be able to provide own transportation

**Expectations:**

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

**PHYSICAL REQUIREMENTS:**

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person

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- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 30 pounds

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Employee Signature