

DUBLIN UNIFIED SCHOOL DISTRICT

Assistant Director – Adult and Career Education

GENERAL DESCRIPTION

Under the direction of the Assistant Superintendent of Educational Services, provides leadership and coordination in the administration of the Adult and Career Education program.

- The Assistant Director – Adult and Career Education must be able to provide educational leadership with a special focus on professional learning communities.
- The Assistant Director – Adult and Career Education must be able to provide educational leadership in curriculum and instruction and use of data.
- The Assistant Director – Adult and Career Education must believe in and have the ability to create a collaborative culture of continuous improvement.
- The Assistant Director – Adult and Career Education must believe that ensuring high levels of student learning in his/her primary responsibility.

MAJOR RESPONSIBILITIES AND ESSENTIAL DUTIES:

- Work supportively and collaboratively with the Director of Adult and Career Education to conduct a variety of educational activities related to the administration of adult and career education programs.
- Collect and distribute test data as needed by schools, departments, cabinet, Board of Trustees, and the California Department of Education (CDE).
- Disseminate adult education results/outcomes of program and pertinent information as needed to the Board of Trustees through the Superintendent and Cabinet, as well as to District and site administrators, staff and community.
- Work collaboratively with MACC (Mid Alameda County Consortium) partners regarding best practices and systemic procedures pertaining to adult education operation, budget and accountability compliance.
- Provides support in the planning, organizing, and coordinating curriculum and related instructional programs to promote vertical and horizontal curriculum articulation between the secondary and post-secondary education institutions.
- Prepares and maintains a variety of narrative, statistical, and evaluative reports, records, and files related to assigned programs and personnel.
- Assists in the facilitation, coordination, and delivery of professional development activities for certificated and classified personnel.
- Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Hire and evaluate all Adult Education Certificated and Classified staff required to administer the program.
- Keeps informed of current educational methods, research, and practices.
- Perform related duties as assigned.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Required:

- Bachelor of Arts required
- Proper California Administrative Credential and/or a minimum of three (3) years of Management experience and five (5) years' experience working with school districts
- Master's degree (Educational Leadership or Organizational Leadership Preferred.)
- Demonstrated leadership and organization abilities
- Knowledge of schools, ability to work with certificated and classified management

Desired:

MINIMUM REQUIREMENTS

Knowledge of:

- Professional Learning Communities
- Education code, administrative and board policy, federal and state laws, codes, regulations and requirements pertaining to areas of assigned responsibility and bargaining unit contracts.
- Staff supervision, staff development and effective management techniques.

- Technology and the implementation of technological advances for schools/district.
- Funding sources for Adult Education programs and the variety of related regulations, controls and reporting procedures.

Ability to:

- Communicate effectively; both orally and in writing.
- Plan, direct, and establish priorities and simultaneously coordinate a variety of projects.
- Identify and analyze present and potential problems, develop and evaluate solutions and propose plans of action.
- Organize, coordinate and administer adult educational services for the District and Community.
- Prepare and present clear and concise reports.
- Use positive interpersonal skills to provide effective leadership to staff and to work collaboratively with those contacted in the course of work.
- Establish and maintain cooperative and professional working relationship with individuals, groups, public and private agency personnel.
- Analyze data and situations; render judgment, make decisions and solve problems efficiently and effectively.
- Interpret and apply laws, rules, regulations, and policies related to educational services.
- Express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to audience.
- Supervise and evaluate the activities of others.
- Select, train, supervise and evaluate staff relative to program objectives; observe and document performance; design data-based improvement process.
- Make use of technology for instruction, information, communication and data management.
- Develop and Manage Adult Education budget.
- Apply knowledge and understanding of education theory and practice.
- Work independently with little direction.
- Serve as Chief Examiner for General Education Development (GED) testing and/or other High School equivalency assessments for adults as determined by the district
- Maintain test oversight, including inventory, processing test orders and purchases.
- Maintain confidentiality of information exposed to in the course of business regarding students, supervisors or other employees.
- Continuously improve processes and procedures/

WORKING CONDITIONS:

Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Mental Demands:

- Maintain mental capacity which allows for effective interaction and communication with others.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Vision (which may be corrected) to read small print, text and data and to view computer monitor; hearing and speaking to exchange information on the telephone, in person and at presentations; kneeling, bending at the waist and reaching overhead to retrieve files; standing and sitting for periods of time; mobility of arms to reach and dexterity of hands to grasp and manipulate small objects and to operate a computer keyboard; lower body mobility may not be required; work which is primarily sedentary; inside environmental conditions; use personal vehicle in the course of employment; attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings; work evenings or weekends.

LICENSES AND OTHER REQUIREMENTS:

- A valid California Driver's License.

SALARY RANGE:

This is a certificated leadership position. Appropriate salary placement is on Leadership Salary Schedule as Assistant Director – Adult and Career Education plus additional annual stipend for masters or doctorate degree(s). Work Year is 213 days. Benefits are included as part of the salary and purchased through an IRS 125 plan.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.