

MT. DIABLO UNIFIED SCHOOL DISTRICT

**DIRECTOR OF COLLEGE and CAREER AND ADULT EDUCATION**

**Primary Function**

Plans, administers, and manages all programs under College and Career and Adult Education.

**Directly Responsible To**

~~Associate Superintendent, Educational Services~~

~~or~~

~~Assistant Superintendent, Secondary Education~~

**Superintendent**

**Supervision**

**Assistant Director of College and Career and Adult Education**

Adult Education Vice Principals

Supervises and evaluates other assigned certificated and classified staff

**Major Responsibilities**

1. Directs and supervises the Adult Education Programs.
2. Determines the educational needs of students requiring Adult Education and organizes courses and programs to meet these needs.
3. Takes leadership in creating healthful human relationships which will provide a suitable climate for learning and teaching.
4. Administers, supervises and coordinates the district's various Adult Education programs in conformance with state and district rules and regulations.
5. Provides for the development of curriculum and instruction in the Adult Education programs.
6. Identifies and implements policies and procedures for Adult Education.
7. Interprets and enforces the laws, rules and regulations that relate to Adult Education.
8. Works cooperatively with district, building, and program administrators in coordinating joint use of equipment and facilities.
9. Develops and administers the annual budget for Adult Education.

10. Is responsible for all expenditures related to the Adult Education programs.
11. Works cooperatively with the Fiscal Services Department in accounting for charges to the Adult Education programs.
12. Provides evaluations for the certificated and classified personnel assigned to Adult Education.
13. Approves and supervises the production of brochures outlining Adult Education programs and provides for their distribution to the community.
14. Works with Classified and Certificated Personnel Departments in the recruitment, selection and placement of appropriate Adult Education personnel.
15. Evaluates certificated and classified personnel directly responsible to this director, in accordance with district policy.
16. Prepares necessary district and state research and statistical reports and follow-up studies to determine the effectiveness of the Adult Education programs.
17. Submits required reports to the appropriate agencies.
18. Prepares appropriate ongoing state and federal project applications.
19. Is responsible for evaluation of Adult Education programs and for making a complete report to the ~~Assistant Superintendent, Secondary Education or Associate Superintendent, Educational Services.~~
20. Assists in the advancement of the district's goals and policies.
21. Attends job-related meetings and activities specified by the ~~Assistant Superintendent, Secondary Education or Associate Superintendent, Educational Services.~~
22. Performs additional duties assigned by the ~~Assistant Superintendent, Secondary Education or Associate Superintendent, Educational Services~~ as an adjunct to regular stated duties.
23. Performs those duties and responsibilities, including supervisory duties, as may be prescribed by the Superintendent.
24. Is responsible for all expenditures related to supplemental funding for **career technical education** the ~~Vocational Education, Continuation and Alternative Education programs.~~
25. Provides for inservice activities for teachers involved in ~~Vocational Education~~ career technical education programs.

26. Prepares necessary district and state research and statistical reports and follow-up studies to determine the effectiveness of the programs.
27. Formulates and processes proposals, requests and reports relative to reimbursement in ~~Vocational Education~~ **career technical education** programs.
28. Works cooperatively with Program Administrators, Curriculum Specialists, ROP programs and community resources as they relate to the ~~Continuing and Alternative Education~~ **career technical education** activities.
29. Is responsible for evaluation of ~~Vocational Education~~ **career technical education** programs and for making a complete report to the ~~Assistant Superintendent, Secondary Education or Associate Superintendent, Educational Services.~~
- 30. Responsible for supervision of Work Experience Education and Work Permitting process.**

### **Qualifications**

#### **Knowledge and Skills:**

1. Knowledge of principles of organization and management.
2. Knowledge of curriculum concepts and materials pertinent to adult students.
3. Knowledge of state and federal laws pertaining to Adult Education.
4. Knowledge of school district operations and procedures.
5. Ability to supervise and direct a large staff or department.
6. Ability to speak and write effectively.
7. Ability to work effectively with all segments of the educational community and general public.
8. Knowledge of budget development, maintenance, and evaluation.

#### **Education, Training, and Experience:**

1. Post-graduate work in school administration, curriculum and instruction, or a related field.
2. Progressively responsible experience in providing leadership in a school or district setting.
3. Possession of an appropriate school administrative credential.

4. Experience in the field of Adult Educational services **and career technical education.**

Range 29

Cj05/12/05

**Approved by Board:** \_\_\_\_\_