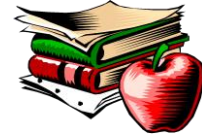




EMPLOYMENT OPPORTUNITIES

TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



The **TULARE JOINT UNION HIGH SCHOOL DISTRICT** is accepting applications for an **Assistant Director of Adult Education** position. Applications must be completed online at edjoin.org by **4:00 p.m. on June 17, 2022.**

DEFINITION

Assists the Director of Adult Education in establishing and maintaining classes for adults that meet State and Federal regulations and have Board of Trustees approval. The Assistant Director is under the supervision of the Director and assumes responsibility for the school in the absence of the Director.

WORK YEAR 205 Days

MAJOR DUTIES AND RESPONSIBILITIES

Assist the Director in developing immediate and long-range goals for the adult education program.
Coordinate and supervise programs assigned by the Director (includes curriculum development, assessment, evaluation of staff, and budget preparation).
acts as a resource person to the faculty in instructional matters and classroom management techniques
conducting classroom visitations and teacher evaluations
Serve as project writer for assigned projects.
Serve as a member of the District Advisory Committee.
Act as liaison for adult school with various funding agencies.
Responsible for scholarship program.
Assist high school counselors and assistant principals with student transfers, counseling, and scheduling students into appropriate adult education classes.
assists in supervising buildings and grounds, including scheduling of the use of facilities, if needed
assists in the coordination and organization of graduation activities
Assist the Director with teacher evaluations.
Assist in the recruitment and selection of Certificated and Classified Personnel.
Visit off site campus classes weekly to work on curriculum development, student follow-up, and staff development activities.
Assist with transcript evaluation and enrollment management.
Coordinate and serve as academic advisor to various funding agencies (YSB, C-SET, JTPS, Employment Connection, Proteus)
Assist with counseling students.
Assist with adult school testing program.
Perform other duties as assigned.

QUALIFICATIONS

Education and Experience

Bachelor of Arts/Science degree.
Master of Arts/Science degree desired.
Experience in adult education programs (Administrator/Teacher).
Administrative Service Credential.
Ability to work cooperatively with adult school staff, high school staff, the public, and funding agencies.
Ability to work with county and district level administrators in operating the program.
Bilingual in English/Spanish is preferred.

Working Conditions

Continuous hand-eye coordination and manipulation of large and small objects.
Continuous use of hands and fingers.
Frequent lifting of objects weighing up to ten (10) pounds.
Frequent sitting, standing, and walking.
Occasional bending, reaching, and stretching.

Occasional pushing, pulling, and dragging.

Occasional kneeling, crouching, and squatting.

Rare instances of climbing and balancing.

Requires the ability to hear at close proximity (up to five feet) and at a distance (up to twenty feet); clarity of vision at varying distances; and verbal and written communication in an articulate manner.

SALARY \$112,978 - \$126,732 Tulare Joint Union High School Administrative Salary Schedule