



METROPOLITAN EDUCATION DISTRICT
(MetroED) HUMAN RESOURCES
760 HILLSDALE AVE.
SAN JOSE, CA 95136

**ANNOUNCEMENT OF A
CERTIFICATED MANAGEMENT VACANCY
AE COORDINATOR / ASSISTANT PRINCIPAL
December 14, 2021**

- WHO MAY APPLY:** District is seeking an innovative, high-energy person to be part of the MetroED District! See job description.
- POSITION:** **AE COORDINATOR / ASSISTANT PRINCIPAL**
Classification: Certificated Management-Full Time -FTE 1.0
Range: 18/19 (\$92,248 - \$112,939) per year
Work year: 12 months (210 days) – Position Control # 140014
- SCHEDULE:** Monday-Thursday 1:00pm-9:30pm,
Friday & “no class” days 8:00am-4:30pm
- LOCATION:** **Silicon Valley Adult Education, MetroED**
760 Hillsdale Ave. San Jose, CA 95136
- REPORTS TO:** SVAE Principal
- REQUIREMENTS:** **Education:** CA Administrative Services Credential or Supervision and Coordination Credential required; Bachelor’s degree (Master’s degree preferred)
Experience: Three (3) years successful teaching experience required, preferably in secondary or adult school level.
- HOW TO APPLY:** Visit www.edjoin.org and submit: A cover letter, a resume and three (3) current letters of recommendation (within a year).
- DEADLINE:** January 14, 2022 by 11:59pm
- START DATE:** February 1, 2022
- CONTACT:** Susan Nakahira – HR Analyst for questions at (408) 723-6435
snakahira@metroed.net
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**MetroED is an Equal Employment Opportunity Employer and a Joint Powers Agency
Background investigation will be conducted**

MetroED is an Equal Employment Opportunity Employer and a Joint Powers Agency
The Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

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

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

Metropolitan Education District **AE Coordinator/Assistant Principal**

- 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

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

Metropolitan Education District
AE Coordinator/Assistant Principal

Date: _____

Signed:

Employee Signature