



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

Principal of Adult Education
ANNOUNCEMENT OF CERTIFICATED MANAGEMENT VACANCY
Monday, February 7, 2022
Position Control #: 140004

- WHO MAY APPLY:** District is seeking an innovative, high-energy person to join the Silicon Valley Adult Education Management team. See job description for requirements.
- SALARY/SCHEDULE:** Range: 21 - \$106,420 - \$122,719 (annually)
Full Time / Monday – Friday / 8:00am – 5:00pm
Work year: 12 months - 1.00 FTE - 220 Days
- LOCATION:** **MetroED – Silicon Valley Adult Education**
760 Hillsdale Ave., San Jose, CA 95136
- REPORTS TO:** Director of Educational Services or Designee
- REQUIREMENTS:** **Education/Credential:** Bachelor’s degree required, in Education, Administration or related field. Master’s degree preferred. CA Administrative Services Credential and/or Supervision & Coordination credential. CA Teaching and/or Adult Education Credential.
Experience: Five (5) years of administrative experience in secondary, vocational or adult education. Three (3) years of teaching experience.
- HOW TO APPLY:** Go to www.edjoin.org and submit: A cover letter, a resume and three (3) current letters of recommendation (within a year).
- DEADLINE:** March 6, 2022
- START DATE:** March 28, 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

Education Code: 200-262.4 / Metropolitan Education District BP: 0410

The Governing Board is committed to providing equal opportunity for all individuals in district programs and activities. 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, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender 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:	Superintendent or Designee
Classification:	Certificated Management
Date Approved:	10/14/87, 7/89, 3/8/00, 5/9/18
Dates Revised:	
Position Control:	#140004, Salary Schedule 10, Range 21, Work Year 220 Days

POSITION DESCRIPTION:

Under the general direction of the Superintendent or Designee, the Principal promotes a school culture which sets high expectations and standards for adult education and career/technical programs, students, academic learning and the social development of all students; articulates and implements a clear vision for SVAE for all students and staff. Provides leadership to the staff in the administration of SVAE programs consistent with the mission and goals of the Metropolitan Education District (MetroED). The Principal will be working with and collaborating with other adult schools and community colleges as prescribed in the Adult Education Block Grant (AEBG). MetroED is a member of the South Bay Consortium for Adult Education which includes four colleges and five adult schools in Santa Clara County.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- Responsible for the effective administration of all sites, programs and personnel in designated area
- Responsible for developing programs, courses to meet the needs of students, and its participating districts, and in the community
- Provides visionary leadership to bring about effective teaching, learning and positive student outcomes, serve as a relationship builder
- Establishes criteria for the selection, retention and evaluation of personnel within their area of responsibility, cooperates in solving problems arising from joint use of facilities
- Uses a leadership style that is open, collaborative, approachable and supportive resulting in positive working relationships and climate
- Responsible for currency of course content and delivery
- Enthusiastically pursues positive change in course and program offerings, in cooperation with advisory groups, operating committees and the community
- Provides activities which facilitate professional growth of the school staff and enhance the quality of the instructional program
- Distributes responsibility for a variety of administrative functions to site personnel for the purpose of managing site activities and achieving district goals
- Works cooperatively with administration to develop and monitor an effective student progress and outcome accountability system
- Proactively seeks to develop collaborative relationships with MetroED and with its partners
- Supervises and evaluates certificated and classified personnel within their area of supervision
- Administers and monitors the fiscal, human and physical resources within their area of supervision
- Supervises and administers the maintenance of record-keeping including but not limited to attendance, registration records and student accountability, and other duties as assigned

EMPLOYMENT STANDARDS

Knowledge of:

- MetroED Board policies and procedures;
- Governmental budget, accounting and other fiscal principles and practices;
- Local, State and Federal rules, laws and practices as it pertains to education.

Ability to:

- Plan, organize, implement and direct the operation of a computerized attendance system
- Direct and supervise appropriate staff (administrative and classified)
- Remain sensitive to the needs of students and staff
- Provide effective leadership in the supervision, evaluation and development of District personnel
- Provide effective leadership for developing the District's total program, delegating or assigning to qualified staff the appropriate responsibility and authority for executing functions or programs, and developing organizational plans and structures that support the implementation of educational programs
- Provide effective leadership in communicating special needs of the District to other public entities and to the private sector
- Provide effective leadership in the application of the latest research within the educational operations of the District
- Function in high pressure situations
- Exhibit effective interpersonal skills
- Work well in a culture of diversity

MINIMUM QUALIFICATIONS:

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

Experience:

- Five (5) years of administrative experience in secondary, vocational or adult education
- Three (3) years of teaching experience

Education and Credentials:

- California Administrative Services Credential and/or Supervision & Coordination Credential
- Bachelors' degree (Masters Degree preferred) with a major in education, administration or related field
- California Teaching Credential and/or Adult Education Credential

License:

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

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.

MINIMUM QUALIFICATIONS (continued):

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

Date: _____

Signed: _____
Employee Signature