

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: VICE PRINCIPAL-ADULT AND COMMUNITY EDUCATION

BASIC FUNCTION:

Under the direction of the Principal of Adult Education and Community Education, organize, coordinate and administer assigned adult education programs and related services and activities related to data collection, instruction and staff development; assist the Principal with administrative duties involving curriculum development and school plant operations as assigned; supervise and evaluate the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize, coordinate and participate in programs and activities related to the operation for assigned adult education programs and related services, including instruction, staff development and other functions; enforce applicable State and District codes, policies and laws; administer District and school site discipline policies and safety programs.

Perform a variety of administrative duties to assist the Principal in managing course development, scheduling, curriculum development and school and off-site operations; assume the duties of the Principal as assigned.

Supervise and evaluate the performance of designated certificated and/or classified personnel; assign duties to faculty and staff as appropriate to meet school objectives; assist with recruiting, interviewing and selecting new faculty and staff.

Provide input to assessment of community needs for courses; meet with advisory councils; assist with grant writing.

Assist with providing direction to a variety of grant-funded faculty, staff and student programs and services; assist with mandated assessments; participate in informal and formal classroom visitations and observations; provide recommendations and suggestions as appropriate; oversee off-campus programs at other school sites including a variety of fee-based programs.

Assist with providing direction to the school's attendance issues and plant maintenance; assure programs and services meet established policies, procedures, objectives and requirements.

Assist with developing, monitoring, analyzing and projecting the school budget; order supplies, materials and equipment as needed.

Communicate with administrators, personnel, students and outside agencies to exchange information and resolve issues or concerns related to school activities, services and student behavior.

Assist in the development and implementation of the school master schedule.

Participate in leadership teams and other school and community related organizations; attend pertinent district and community meetings.

Assure the health, safety and welfare of students and staff.

Assist with preparing and maintaining a variety of district, county, state and federally-mandated records and reports regarding student performance data and academic achievement.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Adult and community education issues, practices and systems, particularly in relation to managing apportionment-and grant-funded programs.
CASAS assessment and competency systems.
TOPS Pro Data Management Information System.
California Adult Education Model Standards
Workforce Investment Act I and II, Title II regulations.
State, federal, county, and private funding sources relevant to adult education.
Comprehensive organization, activities, goals and objectives for assigned adult education programs.
School law administration, applicable sections of the State Education Code and other applicable laws.
Instructional standards and faculty requirements.
Board and District policies, procedures and regulations.
Principles and practices of administration, supervision and training.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Operation of a computer and assigned software.

ABILITY TO:

Organize, coordinate and administer assigned programs and activities related to attendance, instruction and staff development at an assigned adult education program.
Assist the Principal with administrative duties involving curriculum development and school plant operations as assigned.
Direct, evaluate and supervise assigned certificated and classified staff.
Oversee activities regarding personnel, the physical plant, student services and activities, curriculum and instruction.
Establish, coordinate and maintain communication with community groups.
Assist with the implementation, evaluation and modification of instructional and categorical programs in accordance with applicable laws.
Plan and organize work.
Analyze situations accurately and adopt an effective course of action.
Complete work with many interruptions.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate a computer keyboard.
Hear and speak to exchange information.
See to read a variety of materials.
Sit or stand for extended periods of time.
Bend at the waist, kneel or crouch.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree and three years of classroom teaching experience including at least two years in an Adult Education program.

LICENSES AND OTHER REQUIREMENTS:

California Teaching or other relevant Credential.
California Administrative Credential.
Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office, school, jail and other training locations in the community.
Constant interruptions.
Driving a vehicle to conduct work.
Availability to work in the evenings and occasional weekends.