



Fremont Union High School District

Position: Coordinating Teacher of Adult Secondary Education



Department/Site: FUHSD Adult School

Range: AFT Coordinating Teacher

Reports to: Principal or Designee

Work Year: 215 days

Months: 12

Summary of Basic Functions & Responsibilities

Oversee the overall operation of the Adult Secondary Education Program including the development of program classes and curriculum, supporting teachers to implement curriculum and instruction that meets applicable standards and objectives, coordination of student testing and orientation, and building a master schedule that meets students' needs. Collaborate with administrators, the Leadership and Transition Teams and consortium work group members to support students to make transitions to college or the workforce.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions listed below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the primary job elements.

- Collaborate with the registrar and counselor to use multiple measures to effectively place and schedule students into ASE program classes.
- Collaborate with transition counselor and liaise with district personnel and other agencies to recruit students into the ASE program.
- Coordinate student orientation and testing for state/federal grants and high school equivalency.
- Coordinate training to ensure that students can access the program's online components.
- Communicate with students regarding their progress in the program at regular intervals.
- Monitor student data, such as attendance, engagement in classes, progress in online courseware, grades and transition to community college or career; disseminate data to teachers and other staff as needed to support student success.
- Oversee the development and delivery of curriculum that is aligned to state and federal standards.
- Facilitate the training of current and new teachers to program curricula, materials, learning management system, student information system and online courseware.
- Monitor teachers' completion of online attendance, grades, use of the learning management system and student update forms ensuring compliance with accountability measures.
- Facilitate regular department meetings and document via agendas and minutes.
- Collaborate with administration and the Leadership Team to develop a master schedule that meets students' needs.
- Manage the outward communication of the program within timelines by maintaining an updated course list with appropriate narrative descriptions and class schedule; post, edit and update the department website, flyers and social media.
- Support and mentor teachers through observation and timely feedback via observation debriefs or other strategies as determined by the administration.
- Facilitate day-to-day teacher needs including coordinating substitutes.
- Assist and coach teachers in resolving student behavioral issues; facilitate student discipline with administration.
- Participate on the Leadership and Transition Teams to support staff development, WASC completion, state accountability and grant writing as needed by administration.
- Participate as a member of consortium workgroups and/or liaison to community-based partners.
- Coordinate fundraisers to support the scholarship fund and field trips.
- Procure for students and teachers the necessary program materials, curriculum, supplies and textbooks for classes.
- Collaborate with staff and administration to organize graduation and other events in support of students' transition to college and career.

- Input and monitor the data and coding necessary for accurate reporting of timesheets and contracts for department staff.
- Complete budget worksheets and tasks related to class sections, program materials and staffing as required by the administration.
- Assist administration and the HR specialist in recruitment, interviewing and hiring teachers, staff and/or volunteers as needed.

Qualifications

- At least 3 years of significant involvement with the coordination of programs related to students' attainment of learning outcomes and transition to college or career.
- Experience supporting teachers to implement curriculum, effective instructional strategies and educational technology.
- Demonstrated effective leadership skills.
- Experience interpreting a variety of transcripts to determine students' credits and class placement in alignment with district policies.
- Knowledge and skills in using student information systems, learning management systems and online student-oriented software.
- Strong knowledge and ability in using Microsoft Office, google and other applications related to document publication and communication.
- Ability to complete required office and job functions in a timely, well-organized manner.
- Demonstrated ability to work independently without close supervision.
- Experience working effectively with people from different cultures in a collaborative environment.
- Display professional behavior and appearance.

Physical Abilities

- Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to use computers and peripheral equipment, accomplish other desktop work and move about the office, classroom, school grounds and to various campus locations to tutor, assist with presentations and access work materials.
- Requires near visual acuity to read and write printed materials and computer screens.
- Requires hearing and speech ability for ordinary and telephonic or online conversations, to speak to groups, and to hear sound prompts from equipment.
- Requires manual and finger dexterity to write, demonstrate teaching aids, point out important information to students and operate a computer and other standardized office equipment requiring repetitive motions.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Work Year and Hours

The administration sets the work schedule based on the needs of the department. This position requires flexible scheduling to include nights and some Saturdays for class or event coverage.

Working Conditions

Work is performed in an office environment subject to constant interruption.

Education, Licenses & Certificates

- Possess a Bachelor's degree in a related field.
- Possess a California Teaching Credential: Adult Education Credential or an elementary or secondary credential.
- Possess a valid California driver's license and a reliable means of transportation.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.