

Morgan Hill Unified School District

Job Description

POSITION TITLE: Principal, Adult School

GENERAL DESCRIPTION:

Under the direction of, and reporting to the District Superintendent or designees, the Adult School Principal shall be responsible for all aspects of the management and operation of the Adult School. The Principal is expected to maintain an environment that promotes high academic and ethical standards among students and staff. Through the Principal's leadership, all staff will recognize that the sole purpose of the school's existence is the students and the focus of all decisions should be predicated on that precept. The Adult School Principal operates within the framework of District policies adopted by the Board of Education, the regular requirements as stipulated in the *Education Code*, the *California Code of Regulations, Title V* and the rules and regulations of the State Department of Education.

DUTIES AND RESPONSIBILITIES:

1. General

- a) Implements the appropriate actions delineated for the schools as part of the District's Master Plan and curriculum design and delivery.
- b) Promotes with all staff the valuing of every student's right to be treated with dignity and respect.
- c) Maintains ongoing two-way communication with faculty and staff to develop solidarity and support of the school and District's long-range goals as well as day-to-day operations.

2. Curriculum

- a) Ensures high quality curriculum design and delivery.
- b) Develops, implements and evaluates all curriculum and matters related to the Adult School Instructional Program.
- c) Develops and directs a plan of educational counseling, programming and registration.
- d) Publicizes program by developing brochures, media releases and program announcements.
- e) Responsible for certifying student graduation program, certificates and GED certification.
- f) Monitors program and coordinates evaluation activities.
- g) Responsible for State Department of Education reports, attendance accounting, reports to county courts and state agencies, and federal reports on GED and veterans' benefits.

3. Support Services

- a) Supervises the administration of testing necessary to the Adult Program.

4. Community Relations

- a) Cooperates with other public agencies in developing programs to meet community needs.
- b) Serves as a liaison with local school community and participates in community affairs.
- c) Provides avenues for open communication between school personnel and community.
- d) Achieves status as a community leader in adult public education.

5. Finance

- a) Develops and manages school budget(s).
- b) Is accountable for prudent, accurate and cost effective expenditure of funds budgeted to his/her school.
- c) Facilitates an understanding of the budgetary process with staff and community and involves, as appropriate, staff in the budgetary process.
- d) Responsible for cash transmittal and purchasing.

6. Maintenance and Operations

- a) In cooperation with host schools, assumes management responsibilities involving plant supervision, supplies and equipment and directs office personnel; responsible for facilities in which evening classes are held during hours in which adult school is in session.

7. Communication

- a) Provides formal and informal means of communication and utilizes the results of this communication to improve the school program.

8. Personnel

- a) Supervises and evaluates classified and certificated employees assigned to the school.
- b) Participates in the personnel selection process.
- c) Makes policies clear to all school personnel.
- d) Administers District policies and contract provisions.
- e) Promotes and maintains a professional attitude among staff.
- f) Determines staff schedules and assignments.

9. Inservice

- a) Requires teachers to grow professionally; assists them in their efforts.
- b) Encourages and involves staff in developing inservice programs; supervises participation in such programs.

10. Professional Obligations

- a) Attends local, regional and state meetings necessary to direct the program and/or grow professionally.
- b) Keeps abreast of professional literature and recent research findings in adult education, and as appropriate, utilizes such information in the adult school program.
- c) Participates on District and professional committees.
- d) Represents the District on multi-district decision making bodies when appropriate.
- e) Works closely and cooperatively with other District administrators as a team member of the District management group.

11. Student Activities

- a) Promotes the feeling of academic and personal accomplishment among the student body.
- b) When appropriate, provides opportunities for students to be involved in curriculum and policy decisions that directly affect them.

AUTHORITY AND FUNCTIONS:

Provides direction and makes assignments for the Adult School staff including certificated and classified personnel as provided in the school organization chart.

CHAIN OF COMMAND:

Reports directly to the Superintendent of Schools, or designee, annually regarding the progress of the Adult School in achieving yearly goals, including comparisons to baseline data as approved by the Superintendent.

EDUCATION:

- Holds Master's or preferably a Doctorate from an accredited university.
- Has successful experience or high quality preparation in curriculum design, e.g., developing curriculum, and coordinating curriculum within an Adult School.
- Has successful experience or high quality preparation in overseeing the delivery of curriculum, e.g., high quality instruction coordination of curriculum within and across departments and the use of feedback data in the improvement of the Adult School educational programs.

LICENSE OR CERTIFICATION:

Requires a clear Administrative Services credential issued by the California Commission on Teacher Credentialing.

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.