

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Program Manager, Adult Education	REPORTS TO:	Director, Student Services
DEPARTMENT:	Student Services	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY GRADE:	028 AASD
ISSUED:	August 4, 2003		

BASIC FUNCTION:

Plan, organize, and manage all facets of the district's adult education program; provide leadership and administration for adult education programs including development of courses and supervision of course operation; ensure that all programs meet both applicable legal requirements and the requirements of the students in the programs.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown 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 principal job elements.)

E = Essential Functions

Direct the operation of the district's adult school system. *E*

Supervise and evaluate all certificated and classified employees of the adult school system. *E*

Develop school plans and organizational procedures for safety, discipline, and conduct for students who attend adult school classes. *E*

Provide leadership to adult school classes. *E*

Provide leadership to adult school staff so that innovations leading toward instructional and program improvement are facilitated. *E*

Interpret and implement district approved curriculum program in light of adult school needs. *E*

Establish an effective adult school administrative organization with clear lines of responsibility and necessary delegation of authority. *E*

Plan, supervise, and direct the fiscal management of the adult school system to ensure system is self-supporting and fiscally independent of the district's K-12 operation. *E*

Provide leadership for the development of district "Middle College" programs. *E*

Coordinate plans for the most effective use of curriculum materials, instructional supplies, equipment, and facilities of the adult school system. *E*

With board approval, establish requirements for adult high school diploma and recommend candidates for the adult high school diploma. *E*

Possess and maintain knowledge of existing laws and regulations and keep apprised of changes and new laws affecting adult education and related programs. *E*

Develop and monitor policies and procedures for transfer credit for all college and adult education courses taken by students outside the district. *E*

Develop, interpret, and monitor all policies and procedures related to graduation requirements for the joint adult education high school diploma; coordinate those requirements with the San Diego Community College District. *E*

Interpret state guidelines and develop district guidelines for district-operated adult education classes. *E*

Prepare reports on adult education programs required by the district and state. *E*

Maintain all records related to the adult education program. *E*

Develop the district's position on all legislation related to adult education including initiating legislation and analysis of and testimony on specific state senate and assembly bills. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a master's degree in education or related field and five years classroom teaching and/or administrative experience in adult education.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential

Valid California driver's license

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern theories, techniques, and methodologies of instruction and school operation.

Presentation, communication, and facilitation techniques to promote collaboration.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Methods of statistical analysis and report writing techniques.

Principles and practices of employment, management, and effective supervision.

Instructional and/or business practices, trends, district objectives, State and Federal grants, and other programs.

Applicable laws, codes, regulations, policies, and procedures. (i.e. State Education Code, district policies and regulations.)

State and Federal education programs and legislation compliance regulations and issues.

Operation of standard office equipment, including microcomputers.

Computer software, including Word, PowerPoint, Excel, Windows, FileMaker Pro, and desktop publishing.

ABILITY TO:

Independently perform highly complex research and special assignments.

Interpret, apply, write, design, and explain district policies, procedures, rules, and regulations.

Perform a wide variety of specialized and technical duties.

Maintain confidentiality.

Plan and organize work to meet schedules and timelines.

Understand and follow oral and written directions.

Learn the procedures, functions and limitations of assigned duties.

Communicate effectively verbally and in writing.

Establish and maintain cooperative and effective working relationships with all levels of district staff, outside agencies, and the public.

Operate a computer and assigned office equipment including the following software programs: Word, PowerPoint, Excel, Windows, FileMaker Pro, and the Internet.

Prepare presentations; provide training and use facilitation skills.

Maintain statistical records and prepare comprehensive, highly complex reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations; seeing to read and write reports; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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