

RICHMOND UNIFIED SCHOOL DISTRICT

VICE PRINCIPAL, ADULT EDUCATION

Primary Function

Responsible for assisting in planning, organizing, and administering the Adult Education Program.

Directly Responsible to

The Principal of Adult Education

Supervision

Shall supervise and evaluate the activities of certificated and classified personnel as assigned.

Major Responsibilities

1. Responsible for the general administration and supervision of the Richmond Adult School as assigned by the principal.
2. Assists in determining the educational needs of the adults in the community and assists in organizing the courses required to meet those needs.
3. Assists in interviews of certificated personnel for adult education.
4. Assists in the scheduling and assigning of teachers and students.
5. Supervises classroom instruction and evaluates personnel as assigned.
6. Interprets and enforces the laws, rules and regulations that relate to the adult education programs.
7. Assists in instituting a sound public relations program.
8. Assists in the management of the business functions of the school as related to equipment, supplies, service and operation.
9. Assists in preparing the annual adult education budget.
10. Assists in the selection, purchase and sale of all adult education school textbooks.
11. Assists in developing and supervising all specially funded projects related to adult education.
12. Assists in locating proper sites for adult education classes.
13. Assists in preparing the fall and annual reports on adult education.
14. Performs other related duties as assigned by the Principal, Adult Education.
15. Supervises and manages attendance for all mandated programs.
16. Supervises and evaluates adult education programs as assigned.

Qualifications

Knowledge and Skills:

1. Knowledge of principles of organization and management.
2. Knowledge of secondary curriculum concepts and materials.
3. Knowledge of the basic elements of instructions.
4. Knowledge of the Education Code pertaining to adult and secondary education.
5. Knowledge of adult learning styles.
6. Ability to evaluate and supervise subordinate personnel.
7. Ability to speak and write effectively.
8. Ability to work effectively with all segments of the educational community and the general public.

Education, Training and Experience:

1. Post graduate work in school administration or curriculum and instruction or a comparable combination of training and experience.
2. Increasingly responsible experience as a school administrator or in a leadership role.
3. Shall hold the appropriate school administration credential.

Approved by the Human Resources Division.
Adopted by the Board of Education January 15, 1992.

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