

GARDEN GROVE UNIFIED SCHOOL DISTRICT

Office of Personnel Services CERTIFICATED JOB DESCRIPTION

Director, Adult Education

Under the supervision of the Assistant Superintendent, Office of Secondary Education, the Director of Adult Education is responsible for the leadership management of instructional programs, and all matters pertaining to the general operation of the adult education program.

Duties and Responsibilities:

1. Demonstrates a belief that all students can succeed and that their backgrounds, cultures, language, and disabilities are teaching and learning assets that contribute to a rich learning environment for all students.
2. Maintains high expectations for all students and exhibits the ability to make each student feel valued, appreciated and respected, thereby earning the trust and respect of the student and their families.
3. Assumes overall responsibility for the Adult Education program including the supervision of the faculty and staff
4. Works with the Office of 7-12 Instruction to develop curriculum in Adult Education
5. Prepares and supervises the Adult Education budget, including applying for federal and state funding, monitors and supervises program expenditures in order to comply with district, county, state, and federal guidelines
6. Collects and compiles pertinent data and prepare and submit Adult Education reports as required by the state
7. Assumes responsibility for the recruitment, selection, assignment, and evaluation of Adult Education personnel
8. Supervises the preview of and recommendation of adoption of textbooks and materials
9. Supervises the adult education program at various sites designated to provide both community convenience and the appropriate facility and program needs
10. Maintains programs which are as comprehensive and innovative as possible. Recommends additions, deletions, and improvements to the adult education offerings
11. Identifies and makes recommendations concerning physical plant and equipment changes which may be necessary to maintain program validity
12. Provides leadership, supervision, and evaluation for certificated and classified personnel assigned to adult education
13. Coordinates the efforts of the adult education office and staff with various agencies and authorities in order to promote efficient intake of students and output of quality graduates
14. Represents the adult education program as a worthwhile alternative for those persons to whom the standard kindergarten through twelfth grade program is no longer available or not applicable. Is alert to community needs in this regard. Develops publicity and broad-base community information on course offerings
15. Maintains appropriate records, budget documents and controls, staffing ratios, enrollment data, and state documentation requirements. Provides for accurate and timely response between various district services and adult education respondents
16. Carries out all other duties as assigned by the Assistant Superintendent, Office of Secondary Education

Revised July 2017
August 2016
January 1983

JB:jr