

MUSD

MANTECA UNIFIED SCHOOL DISTRICT

P.O. Box 32
Manteca, CA 95336

2271 West Louise Avenue, Manteca
(209) 825-3200

Job Description

No. 204.12

ADULT SCHOOL PRINCIPAL

SUMMARY OF POSITION:

Under the supervision of the Senior Director of Secondary Education, serves as the instructional leader and chief executive of the school. Responsible for the direction, assessment, and evaluation of student progress, instructional and adjunct programs, performance of assigned certificated and classified personnel, operation and maintenance of the school facility, and of the fiscal integrity of all school elements. Identifies goals for the school and delegates duties appropriately. Serves as immediate supervisor for designated employees.

MINIMUM QUALIFICATIONS-EDUCATION AND/OR TRAINING:

Possession of a valid California Administrative Services Credential.

DESIRABLE EXPERIENCE:

Five years of classroom teaching experience and three years of experience in an administrative capacity in public education.

SKILLS AND ABILITIES:

1. Possesses knowledge of school law administration and applicable sections of the education code and other applicable laws.
2. Works with District and school site personnel, parents, and the general public in a pleasant and cooperative manner.
3. Communicates effectively orally and in writing.
4. Plans, directs, and evaluates the work of others.
5. Maintains professional confidentiality.
6. Maintains a commitment to professional growth and lifelong learning.
7. Possesses competence in the usage of basic computer skills and standard office software applications.
8. Maintains open communication and cooperative relationships, inspires individual and team development, and reviews processes for improvement.

ESSENTIAL FUNCTIONS:

1. Provides leadership to the staff in the determination of objectives and the identification of school needs as the basis for developing long and short range plans for the school.
2. Interprets and informs staff and students as to laws, regulations, policies, and procedures which govern a school site.
3. Assigns, directs, and assists staff in carrying out effective instructional programs through the analysis of data, the observation and evaluation of instructional practices, and instructional support.
4. Identifies, provides, assigns, and/or coordinates in-service growth opportunities for school personnel.
5. Supervises and evaluates the performance of all personnel in accordance with the District's guidelines for evaluation and assessment. Recommends appropriate action in cases of substandard performance.
6. Makes periodic appraisals of pupil progress, analyzes data, disseminates information, consults with all stakeholders, and facilitates appropriate strategies for improvement. Provides a suitable learning environment conducive to the development of student's concept of self and positive attitude toward learning.
7. Directs the evaluation and revision of curricular and instructional programs in cooperation with the appropriate District administrators.
8. Develops school plans and organizational procedures for the health, safety, and appropriate handling of student conduct including the establishment and maintenance of student behavioral standards.
9. Coordinates the independent study and Regional Occupation Program.
10. Plans and directs school activities necessary to support the educational program of the school by providing for the organization, guidance, and operation of student activities and parent/community support groups.
11. Establishes, coordinates, and maintains communication with community and parent groups, law enforcement, and other officials.
12. Prepares and writes correspondence on behalf of the school. Arranges for school level public relations and publicity of special events and achievements as appropriate.
13. Works cooperatively with the Director of Child Welfare and Attendance and representatives of the feeder school to appropriately place, welcome, orient, and exit individuals from the adult school program.
14. Serves in a liaison capacity between the school and community professional, governmental, business, and industrial organizations in activities relating to the school program.
15. Prepares and distributes class schedules and lists of courses. Evaluates the effectiveness of courses in meeting the needs of the students.
16. Coordinates the maintenance and operation of the school plant.
17. Performs other related duties as assigned.

PHYSICAL REQUIREMENTS:

1. Stand, walk and bend over, kneel, crouch, reach overhead, grasp, push, and pull. Move, lift, and/or carry up to 30 pounds to waist height.
2. Demonstrate normal depth perception.
3. Sitting, standing, or walking for extended periods of time.

4. Dexterity of hands and fingers to operate a computer keyboard or typewriter, operate standard office equipment, and use a telephone.
5. See and read a computer screen and printed matter with or without vision aids.
6. Distinguish colors.
7. Read and understand rules and policies, labels, and instructions.
8. Verbal communications, including the ability to speak and hear at normal room levels and on the telephone.
9. Ability to work at a computer terminal for extended periods of time.

WORK ENVIRONMENT:

1. Work is performed in indoor and outdoor environments.
2. Exposure to dust, oils, and cleaning chemicals.
3. Some exposure to childhood and other diseases in a school environment.
4. May be required to work outside normal workdays and office hours to meet operational deadlines.
5. May be required to work in emergency situations.

SPECIAL REQUIREMENTS:

1. Maintain valid California driver's license.
2. Maintain District-insurable driving record.