

# Job Description No. 204.12

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## Manteca Unified School District

### PRINCIPAL--ADULT EDUCATION

#### Brief Description of Position

Under general direction, to serve as the educational leader and general administrator of the District's Adult School; to establish and maintain effective leadership with students, staff, and community organizations and to do other work as required.

#### Major Duties and Responsibilities

1. Plans, organizes, coordinates, supervises, and administers a Program of Adult Education in the District; meets with advisory groups and individuals; selects and organizes new courses of instruction; prepares class schedules and catalogs of courses; evaluates the effectiveness of courses in meeting needs of students.
2. Serves in a liason capacity between the Adult School and community professional, governmental, business, and industrial organizations in activities relating to the Adult Educational Program in the District.
3. Conducts District Adult Education Staff Meetings, and plans and conducts appropriate meetings involving other District staff as required in the planning of Adult Education Programs.
4. Supervises the preperation of periodic reports to the State Department of Education as authorized or directed.
5. Prepares requests for reimbursement of Adult Education Services.
6. Maintains records of attendance of students and appropriate permanent records of student progress.

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ORGANIZATION

7. Supervises the evaluation of student records and the registration, instruction, and counseling of adult students.
8. Prepares and administers the budget for the Adult School Program.
9. Supervises the utilization, maintenance, and protection of District property allocated to the Adult School.
10. Serves as coordinator of Community Schools.
11. Other duties as assigned by the Superintendent.

Date Adopted: May 24, 1976  
Date Revised: June 27, 1977  
Date Revised: August 26, 1985