

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

PRINCIPAL OF ADULT EDUCATION

QUALIFICATIONS

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Educational Leadership or as School Principal.
- (3) Certification in Administration of Adult Education
- (4) Minimum of five years educational experience, preferably including administrative and/or instructional experience working with Adult Education.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of statutory and regulatory requirements related to Adult Education. Knowledge of current trends and research in Adult Education. Knowledge of adult learning theory. Ability to manage budget, fiscal controls, employee supervision and appraisal. Demonstrated effective interpersonal and communication skills.

REPORTS TO:

Superintendent

JOB GOAL

To provide programs and services at adult education centers to enable adults to earn high school diplomas or GEDs.

SUPERVISES:

Instructional, Support, and Service Personnel at assigned sites.

PERFORMANCE RESPONSIBILITIES:

- (1) Direct the operation and management of Adult Education Centers in the District.
- (2) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate personnel actions.
- (3) Coordinate the planning, implementation, and evaluation of educational programs at adult centers.
- (4) Prepare required reports and maintain appropriate records.
- (5) Provide leadership for school improvement initiatives related to adult education.
- (6) Provide staff development opportunities for adult education teachers and administrators.
- (7) Interview and select qualified personnel to recommend for employment.
- (8) Manage and supervise financial resources including preparation and disbursement of budget and internal accounts.
- (9) Administer the GED testing program.
- (10) Plan and promote a public relations program for adult education including marketing course availability.

Board Approved January 20, 1998
Amendment Board Approved April 15, 2003
Amendment Board Approval March 19, 2013

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PRINCIPAL OF ADULT EDUCATION (Continued)

- (11) Assist in the preparation of cooperative agreements between community agencies and adult education programs.
- (12) Coordinate the articulation of adult education programs with Jackson County secondary schools.
- (13) Perform other incidental tasks consistent with the goals and objectives of this position.
- (14)** Other duties assigned by the immediate administrator or supervisor.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Placement as Principal of Adult Education on or after 7/1/13

Approved Unit Compensation plan, pay grade 8-13

11 or 12 months

7.5 hours per day

Placement as Principal of Adult Education prior to 7/1/13

Approved Unit Compensation plan, pay grade 8-16

11 or 12 months

7.5 hours per day

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Board Approved January 20, 1998
Amendment Board Approved April 15, 2003
Amendment Board Approval March 19, 2013**