

Position: Principal, Adult and Career Technical Education **FLSA:** Exempt
Department/Site: Adult Education **Salary Schedule:** Certificated
Administrative
Management
**Reports to/
Evaluated by:** Assistant Superintendent,
Educational Services

SUMMARY

Reports directly to the Assistant Superintendent, Educational Services. Supervises Learning Directors, GLS/GLD's, Financial Analyst and other personnel of the Clovis Adult and Career Technical Education program.

NATURE AND SCOPE

Helps direct and supervise the development, implementation, and improvement of the District's Adult and Career Technical Education program. In addition, the principal shall ensure that the District's educational philosophy, goals, and objectives relative to Adult and Career Technical Education are translated into programs which will best benefit the adult and secondary students of our District and meet their academic career technical needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves in a leadership capacity as a member on the curriculum development team.
- Provides leadership in securing funds to meet the identified needs of the Adult and Career Technical program.
- Provides leadership in coordinating adult, career technical, alternative, and regular secondary programs to ensure the best possible service and most efficient use of funds.
- Represents the District with local, state, and federal agencies to ensure the District is kept current on pending and approved legislation, regulations, and funding which effect Adult and Career Technical Education, as well as to ensure that the maximum benefit is attained for the District and students.
- Develops and maintains district advisory committees in the areas of Adult and Career Technical Education to ensure coordination and relevant educational and training programs which meet the needs of the community.
- Assists the Adult and Career Technical Education staff in planning and developing appropriate inservices to meet the needs of their professionals and paraprofessionals.
- Assists in the selection of personnel and ensures that all personnel hired have the appropriate experience, credentials, certificates, and other background and skills necessary to perform the assigned tasks.

- Helps prepare the budgets for the Adult and Career Technical Education program.
- Represents the needs of the Adult and Career Technical Education program to the Assistant Superintendent, Educational Services.
- Supervises and evaluates the work of the Learning Director(s), GLS/GLD's, Financial Analyst and other personnel as appropriate, and provides positive direction in bringing about improvements in the performance of their duties.
- Assists the Learning Director(s) and other appropriate personnel in evaluating the Adult and Career Technical Education programs on an annual basis; and prepares goals and objectives for the improvement and development of the programs involved.
- Helps develop an annual report on the Adult and Career Technical Educational program. This report is to include, but is not limited to: the goals and objectives attained the preceding year, the goals and objectives for the coming year, funding needs, enrollment data, personnel, budgets, and recommendations.
- Prepares and issues school calendars, handbooks, and procedure manuals relating to Adult and Career Technical Education programs.
- Prepares and presents federal, state, local, and District reports as required.
- Performs other such duties, and assumes other such responsibilities, as may be assigned by the Assistant Superintendent, Educational Services.

QUALIFICATIONS

Knowledge and Skills: Must have knowledge of standards-based curriculum at all levels and an understanding about the use of data to improve student achievement. Must be able to lead people in achieving common goals and objectives. Should have had previous experiences and demonstrated success in working with adult and at-risk students, and Alternative Education.

Abilities: Requires the ability to carry out the duties of the position and accomplish its objectives. Requires the ability to integrate a variety of support functions. Requires the ability to organize, train, direct, and motivate staff to achieve high levels of productivity. Requires the ability to optimize financial performance of the District and seek outside funding resources. Requires the ability to make formal presentations to large, diverse, public audiences. Requires the ability to perform long range financial forecasting. Requires the ability to solve complex problems requiring considerations of short and long-range implications.

Physical Abilities: Requires ambulatory ability to move to different offices and locations. Requires sufficient visual acuity to recognize words and numbers. Requires speech and auditory abilities to carry on conversations in large audience, personal, and telephone conversations.

Education and Experience: Requires a master's degree and three to five years experience as a site administrator. Experience in Alternative Education preferred.

Licenses and Certificates: Requires a California teaching credential and administrative services credential.