

Location:	Metropolitan Education District (MetroED) Silicon Valley Adult Education (SVAE) 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	SVAE Principal
Classification:	Certificated Administrator
Date Approved:	6/25/14
Dates Revised:	12/9/15
Position Control:	#140016, Salary Schedule 10 , Range 18, Work Year 210 days

POSITION DESCRIPTION:

The Coordinator of Adult Programs reports directly to the SVAE Principal-The Coordinator will be assigned a wide scope of management and administrative responsibilities related to program operation, planning, development and evaluation including district-level projects. The Coordinator will be working with and collaborating with other adult schools and community colleges as prescribed in the new Adult Education Block Grant (AEBG) (AB104). The Coordinator serves as the evening administrator for SVAE programs.

This is an overtime exempt position requiring attendance at meetings outside of normal working hours.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- Supervises Silicon Valley Adult Education evening programs for MetroED
- Coordinates and assists in the development of plans for the provision of ESL, ABE, ASE, CTE classes for the day and evening programs for adults
- Develops and administers programs, including management of staff and events.
- Demonstrates commitment to the mission of SVAE and to core values, strategic goals and student outcomes
- Collects & analyzes data and assists in identifying gaps in the current provision of Adult Ed & assist in developing strategies to address these needs
- Provides an educational environment which encourages maximum learning
- Participates in the hiring and evaluation processes of certificated and classified staff
- Leads complex projects and grants as assigned
- Assists in monitoring program budgets
- Adheres to State laws, legal compliance, and District policies and practices

Additional Duties:

- Participates in the South Bay Consortium for Adult Education (SBCAE) meetings and activities
- Represents the program in professional and community groups, attending various off campus meetings
- Serves as a member of the Administrative Team and other committees as assigned
- Assists in the development and review of professional growth plans for adult education staff

Metropolitan Education District
Coordinator of Adult Programs



AREAS OF RESPONSIBILITIES/DUTIES (continued):

Essential Functions:

- Plans and administers in-service programs for staff development and the implementation and evaluation of curriculum
- Updates Handbooks
- Performs other administrative duties as assigned

EMPLOYMENT STANDARDS:

Knowledge of:

- Staff management and supervision
- Curriculum development and assessment
- Laws and regulations including child welfare laws, Education Code, Americans with Disabilities and Section 504 of the Rehabilitation Act
- MetroED practices and policies

Ability to:

- Compile and analyze data
- Work collaboratively with others
- Effectively communicate with students, parents, school personnel, and members of local and state agencies and of the business community
- Effectively observe and analyze instructional strategies/techniques, including implementing designated area goals and objectives
- Ability to establish and maintain effective relationships with staff, county office, school district personnel, business community, and other related individuals
- Ability to participate with all service area units to promote interdepartmental cooperation and efficiency
- Analyze issues, create plans of action, and reach solutions
- Problem solve with data and equipment

MINIMUM QUALIFICATIONS:

Specific knowledge required to satisfactorily perform the functions of the job include:

Experience:

- Three (3) years of full-time administrative experience at the secondary or adult school level
- Worked with diverse community groups; exhibited leadership
- Organized tasks, time and people; evidenced decision making ability

Education and Credentials:

- Possession of a valid California Teaching Credential (A Designated Subjects, Vocational or Adult Education Credential is considered a California Teaching Credential)
- Administrative Credential appropriate for K-12 public school is required authorizing service in adult education
- Bachelor's degree from an accredited college required, Master's degree preferred
- A minimum of three years of successful teaching experience required
- Experience in a public secondary school setting which would demonstrate exposure to and utilization of required skills, knowledge, and abilities in performing job-related duties and responsibilities is required

MINIMUM QUALIFICATIONS (continued):

License:

Must possess a valid California Driver's License and a reliable means of transportation

Expectations:

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 30 pounds

Date: _____

Signed: _____
Employee Signature