

<b>Location:</b>	<b>Metropolitan Education District (MetroED) Silicon Valley Adult Education SVAE/STEPS 760 Hillsdale Avenue, San Jose CA 95136</b>
<b>Reports To:</b>	<b>SVAE Principal</b>
<b>Classification:</b>	<b>Hourly Certificated Administrator</b>
<b>Date Approved:</b>	<b>Pending</b>
<b>Dates Revised:</b>	<b>5/13/16</b>
<b>Position Control:</b>	<b>140006, Hourly Admin Salary Schedule 8, Range 10, Work Year 220 days</b>

**POSITION DESCRIPTION:**

The STEPS Site Supervisor reports directly to the SVAE Principal. The Site Supervisor will be assigned a wide scope of management and administrative responsibilities related to the STEPS program operation, planning, and evaluation. The Site Supervisor will be working with and collaborating with other adult schools and community partners. The assignment may vary according to the needs of the program. The position is located off-site. 220 day position, must work during MetroED shutdowns.

**AREAS OF RESPONSIBILITIES/DUTIES:**

**Essential Functions:**

- Serves as liaison among Metropolitan Education District administrative, certificated, classified and district day school staffs
- Supervises the Sessions to Enhance Professional Skills Program (STEPS) for MetroED
- Relays and communicates information from the program site to the unit office, SVAE
- Maintains open and positive communication with district day school personnel.
- Facilitates and participates in staff and district meetings
- Confers with the appropriate administrator regarding the ordering of department related materials for program usage
- Supervises instruction. Develops Curriculum as needed.
- Coordinates and assists in the development of plans for the provision of serving a diverse population of students
- Supervises staff and events
- Demonstrates commitment to the mission of SVAE and core values, strategic goals, and student outcomes
- Collects & analyzes data
- Provides an educational environment which encourages maximum learning
- Participates in the hiring and evaluation processes for certificated and classified staff
- Assists in monitoring program budget
- Promotes efficient and economical use of equipment and materials within the department
- Adheres to State laws, legal compliance, and District policies and practice
- Performs other 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
- 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

**MINIMUM QUALIFICATIONS:**

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

**Experience:**

- At least three years successful supervision or coordination and teaching experience working with a diverse population
- Organize tasks, time and people; evidenced decision making ability
- Demonstrates mature judgment and ability to exercise individual initiative
- Leadership qualities and ability to develop a rapport with staff members
- Success as a supervisor or coordinator

**Education and Credentials:**

- Must possess a valid California Teaching Credential
- Must possess a valid Supervision and Coordination Credential or Administrative Services Credential
- Bachelors' Degree from an accredited college required

**License:**

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments

**MINIMUM QUALIFICATIONS (continued):**

**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