

Job Title: Director of Southwest Adult High School
Department: Secondary Education
Reports To: Executive Director, Secondary Education
FLSA Status: Exempt
Salary Schedule: AA lane 03



SUMMARY

The Director of Southwest Adult High School will coordinate, plan, develop, and implement the Adult Education Programs for the Washington County School District.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Develops, coordinates, and implements plans for adult programs.

Supervises and evaluates all adult education programs.

Prepares and manages the Adult Education budget.

Assists teachers in methods of teaching adult programs and in the use of materials upon request.

Evaluates instructional materials in adult education.

Seeks and writes grant proposals and implements programs for which funds have been awarded to the District.

Makes recommendations for employment for adult education teachers and personnel.

Identifies strengths and weaknesses in the adult education program and prepares improvement plans as needed.

Evaluates adult education programs based on state and federal criteria, guidelines, and regulations.

Coordinates staff development plans for the program.

Attends and participates in educational conferences pertinent to adult education.

Visits classrooms for observation of program effectiveness and to assist teachers in their duties and needs.

Prepares all required reports and maintains all required records.

Develops plans for emergency situations, in cooperation with staff and public safety agencies.

Communicates effectively with the business and residential community and participates in civic activities.

Effectively coordinates with WCSD high school administrators and counselors.

Works effectively with the State Adult Education Director and USOE Specialists.

Maintains a commitment to ongoing growth in self and others, supporting and participating in District and site professional growth programs.

Demonstrates positive attitude toward job and remains a flexible and innovative team builder.

Assists in the coordination and completion of teacher evaluations, utilizing the approved district evaluation tool to report the information.

Inspects the school building and grounds regularly to see that they are free from hazards which might cause accidents and notify the maintenance supervisor of any conditions which need to be remedied.

Reports to the principal, superintendents, and/or maintenance supervisor any damage incurred at any time; where damage is serious and appears to have been done deliberately, it shall also be reported to the police.

SUPERVISORY RESPONSIBILITIES

This position has direct supervisory responsibility over the assigned Adult Education Program personnel.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Master's Degree in Education and four to six years' classroom instruction and related administrative experience and/or training.

CERTIFICATES, LICENSES, REGISTRATIONS

An active Utah School Leadership License is required for this position.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and moving mechanical parts. The noise level is moderate.

Prepared By: HR Position Management Specialist		Date: 3/16/2016	
Approved By: Executive Director, Human Resources		Date: 3/21/2016	
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 4/11/2016
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Assistant Director, HR	Date: 3/21/2023
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	