

## ADMINISTRATOR, ADULT HIGH SCHOOL

### Definition

Oversees the planning, assessment, instructional leadership, communication, community relations, safety, and administrative management required to manage an adult high school; assists the principal of the host school with administrative responsibilities, as requested; and performs related duties as required or assigned.

### Typical Tasks (illustrative only)

Administers the affairs of an adult high school consistent with district policy and procedures, including supervision of certified and support employees. Administers and directs the coordination of a comprehensive adult education program, including for credit high school, adult basic education and general education diploma (GED) test preparation and administration, and competency-based external diploma program; studies the educational needs of the county and develops plans for meeting these needs, including special programs where appropriate; develops or participates in development of a master schedule for the educational program of the adult high school program with optimum use of facilities and staff; participates in the planning, development, implementation, and evaluation of the instructional program and develops and executes appropriate in-service training programs; participates in the evaluation of faculty and support staff; enforces standards of discipline, health, and safety, which promote the general welfare of both students and staff; maintains continuing communication and serves as liaison with civic and community sources, and interprets School Board policies to students, staff, and the community; carries out a variety of assigned administrative responsibilities, such as supervision of student safety; participates in personnel selections and assignments; supervises and actively participates in student counseling, scheduling, and schedule adjustments; and prepares adult high school budget and supervises the maintenance of financial and budgetary controls; and oversees all related adult high school completion programs, including the external diploma program, GED preparation, and adult basic education.

### Supervision Received/Given

Receives general supervision from an assistant director or director. Participates in the screening, selection, assignment, supervision, and evaluation of staff, as assigned. Provides guidance and assistance to full-, part-time, and/or hourly employees, as required.

### Education/Experience/Skills

Postgraduate Professional License (master's degree) in adult education or a related field with appropriate adult education endorsements, plus six years of progressively more responsible experience as a teacher, administrator, or supervisor, including some experience teaching in an adult education center or high school or equivalent education and experience. Can demonstrate knowledge of principles, practices, materials, and equipment of modern public high school education and an ability to apply them to the needs of the adult high school; knowledge of current curriculum and instructional practices and trends; knowledge of public school organization and administration and the support activities required; ability to plan, organize, and coordinate comprehensive high school instructional and student services programs; ability to plan, supervise and evaluate the work of instructional and support staff; ability to develop effective working relationships with students, staff, community, and the general public; and ability to communicate effectively, both orally and in writing.