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**BRIEF DESCRIPTION OF POSITION:**

Principal Oxnard Adult School, under the supervision of the Superintendent, provides collaborative instructional leadership, effective site management, and innovative program development in support of an equitable high quality program for ALL adult students. The Principal Oxnard Adult School is responsible for the organization, administration, and supervision of adult and continuing education programs through high expectations and appropriate support for adult students and adult education staff in a learning environment that improves achievement for ALL adult students including: English Learners, Migrant students, Students with Disabilities, and the Economically Disadvantaged.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- a. Facilitates, develops, articulates, and implements an equitable high quality instructional program for ALL adult students. Sets high expectations and provides appropriate support to adult students and staff. Creates a learning environment that improves achievement for ALL adult students including English Learners, Migrant students, Students with Disabilities, and the Economically Disadvantaged. **E**
- b. Communicates the vision, mission, and priorities of adult an education to adult students, staff and community and encourages constructive relations among them. **E**
- c. Effectively manages available budgets and other resources to support improving the instructional program, improving student achievement, and improving staff through professional learning. **E**
- d. Represents the District in community and regional forums and partnerships for the purpose of maintaining ongoing funding and community support for adult and continuing education programs as well as establishing and/or developing programs for adult learners based on community need. **E**
- e. Develops and implements operational plans for the District's adult education programs, including facilities needed throughout the community. **E**
- f. Provides leadership in developing and refining curriculum for the adult education programs of the District. **E**
- g. Provides leadership, oversight, and support for the ACS/WASC accreditation process. **E**
- h. Supervises and evaluates the performance of the teaching and support staff in the adult school and coordinates appropriate professional growth opportunities for staff. **E**
- i. Contributes to contract negotiations for both certificated and classified personnel by supplying information, data, suggestions, and reactions as requested. **E**
- j. Develops and implements community outreach, including advertising, to promote enrollment in the District's adult and continuing education program.
- k. Recommends highly qualified and outstanding candidates for employment to the District. **E**
- l. Participates actively in professional collaboration and professional organizations. **E**
- m. Provides leadership, support, and oversight for evaluating program effectiveness, required program monitoring, and required compliance with federal, state, and local regulations. **E**
- n. Takes immediate and appropriate action when a complaint is brought to their attention and fully investigates as required by state and federal law while maintaining the right to privacy and due process for any student or employee subject to investigation. **E**
- o. Complies with federal, state, and local laws, policies, and due process rights relating to adult students. Interprets such laws, policies, and due processes to adult students, staff, and community. **E**
- p. Performs other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

- Ability to communicate effectively.
- Ability to interpret board and district policy, procedures, and educational data.
- Knowledge of adult learning styles and the needs of adult learners.
- Knowledge of program development.

**REQUIREMENTS:**

**WORK YEAR:** Certificated Management Work Year; 223 days

**CREDENTIAL:** Current valid Teaching or Pupil Personnel Services Credential or other Support Services Credential; and Current Administrative Credential

**EDUCATION:** Master's degree in education or related field from an accredited college or university

**EXPERIENCE:** Five years successful experience as a certificated teacher (required); Successful experience as a school site or adult education administrator (preferred); Extensive experience working with diverse student populations (preferred)

**OTHER:** Experience working with Adult learners (preferred) Bilingual in Spanish (preferred). Awareness of Mixteco, Tagalog, and other world languages

**SALARY:** Certificated Management Salary Schedule

**BENEFITS:** Medical (employee contribution), 100% dental, vision and life insurance + Car Allowance + Doctoral Stipend (for a verified earned doctorate)