

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

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| TITLE: | Manager, Adult Education | CLASSIFICATION: | Non-Represented Management, Classified |
| SERIES: | Manager III | FLSA: | Exempt |
| JOB CLASS CODE: | 1988 | WORK YEAR: | 12 Months |
| DEPARTMENT: | Adult Education | SALARY: | Range 13 Salary Schedule A |
| REPORTS TO: | Director, Adult Education | CABINET APPROVAL: | 05-20-14 |

BASIC FUNCTION:

Plan, organize, coordinate, and supervise the development, implementation, enhancement, and improvement of services for Adult Education students. Meet with advisory groups and individuals. Plan, organize, implement, and coordinate Adult Education programs and activities related to attendance, instruction, and staff development; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Secure, monitor, and coordinate grants designed to improve Adult Education; provide fiscal oversight of multiple funding sources. **E**

Perform a variety of administrative duties to assist the assigned director in managing course development, scheduling, curriculum development, and both school and off-site operations. **E**

Enforce applicable State and District codes, policies, and laws; administer District and school site discipline policies and safety programs. **E**

Maintain and secure records held by staff and ensure adherence to all mandates regarding confidentiality of records. **E**

Develop collaborative relationships with school, business, and community partners through formal written agreements, regular meetings, and ongoing communication. **E**

Collect and analyze data; prepare and submit progress and/or evaluation reports as required. **E**

Enforce applicable State and District codes, policies, and laws. **E**

Attend conferences, read journals/papers, take courses, and attend workshops to remain current concerning trends in adult education. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned certificated and classified staff; assist with the recruitment, interview, and selection of new staff; recommend transfers,

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