

RIVERSIDE UNIFIED SCHOOL DISTRICT

**CLASS TITLE: DIRECTOR IV, ADULT AND ALTERNATIVE
EDUCATIONAL SERVICES**

WORK YEAR: 211 WORK DAYS – 37 NON-DUTY

REPORTS TO: Assistant Superintendent –Instructional Services

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, direct the operations of the Adult and Alternative Educational Services (AAES) program.

REPRESENTATIVE DUTIES:

Direct and participate in the certificated and classified staffing and evaluation of the personnel assigned to the AAES program.

Coordinate and develop the AAES curriculum as indicated by community needs, interests, and State and District directions.

Implement supervision and evaluation of the AAES instructional programs.

Plan for and meet time lines for the Adult School and the AAES programs.

Oversee and monitor student activities, teachers, room use, equipment, and teaching aides as required for classes.

Direct the preparation and formulation of class schedules, preparations, and distribution of publications; assure class scheduling that offers diversity in required and elective areas of study and with an intention of serving the various community areas of the District.

Direct the formulation, administration, of current program options for AAES.

Coordinate the development and implementation of the AAES budget.

Supervise daily and monthly attendance accounting; analyzing class attendance for ADA minimums.

Gather data and compile special reports.

Communicate with the Assistant Superintendent and Chief Academic Officer and the Riverside Unified School District Board of Education regarding plans, implementations, and changes in various AAES programs, and State and Federal grants and projects.

Direct, coordinate and update the course offerings, course files and review for compliance.

Perform other related duties as assigned.

EDUCATION AND EXPERIENCE:

Master's Degree, five years of administrative leadership experience at a school site or Adult Education setting, and teaching experience within the K-12 public sector. Additional administrative experience on the adult level preferred.

LICENSE AND OTHER REQUIREMENTS:

California Teaching Credential, CTE Credential or Pupil Services
Masters Degree
Administrative Credential

WORKING CONDITIONS:

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configuration