



RIALTO UNIFIED SCHOOL DISTRICT

Principal, Adult Education

Management Job Description

DEFINITION

Under the direction of the Superintendent and/or designee, the Principal of Adult Education shall be responsible for assessment, budgeting, directing, supervising, coordinating and evaluating the district adult education program and personnel. The principal shall administer alternative education programs and the adult education program i

EXPERIENCE AND EDUCATION

Experience: At least three years of satisfactory teaching experience and secondary administrative experience as an assistant principal or principal or experience in a leadership role. Must possess a valid California administrative credential authorizing service in secondary schools.

Education: Master's degree from an accredited university; degree in a STEM field, valid California Teaching Credential; valid California K-12 Administrative Credential; EL authorization or equivalent.

PHYSICAL DEMANDS

Physical class:

Moderate lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

Work area requirements:

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to use common school hand tools, computer, telephone and photocopier machine. Possession of a valid California driver's license and a private vehicle.

Physical requirements:

The time requirements are listed considering this wording and meaning:

- Occasionally/low - up to 3 hours
- Frequently/Medium - 3 to 6 hours
- Constantly/High - 6 to 8 hours

Stooping:	Low	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally

This job requires:

Alertness: Constantly
Attention to detail: Constantly
The use of two hands: Constantly
Recall of names and dates: Constantly
Ability to work in temperatures down to 30 degrees and up to 105 degrees.

Ability to deal with psychological factors:

Team work: Constantly
Frustration: Moderate - depends on the time of year
Repetitive tasks: Yes, sir sir sirssYes, Y a Td 422 8-1.12 0 Td(Y)2 0 Td(a 0.002 Td(