

## **A MESSAGE FROM THE PRINCIPAL**

**The purpose of American Adult and Community Education Center is to train adults on the job and for jobs.** We must integrate the teaching of work skills into each subject. Therefore, keep an employment focus in your classroom instruction. As a staff member, your role is critical to the success of the program. A well prepared, interested, and caring employee is the key to helping adults learn. The bottom line is that students must demonstrate performance by progressing and finishing classes. We must recruit, enroll and retain students. We must show results to be funded

This staff handbook is an official document and following its contents is a requirement of your continued employment. It is intended to serve as a source of reference for employees when policy or procedural questions arise.

All information in this handbook has been updated. When changes occur, you will be notified by memoranda. The updates will be placed online.

When questions arise which are not covered in the handbook, please contact the vice principal or assistant principal responsible for your site or me.

Welcome to the new teachers who are with us for their first trimester. I hope you find adult education a rewarding and challenging experience.

Keep in mind our goal: **To prepare your students for competitive employment.**

Sincerely,

Alan Bashaw  
Principal