

JOB TITLE: CAREER TECHNICAL SCHOOL PRINCIPAL/ CAREER TECHNICAL DIRECTOR

QUALIFICATIONS:

1. A valid K12 Administration Certificate.
2. A Master's Degree or higher from an accredited institution.
3. A minimum of two (2) years-experience as a K12 educational administration or 10 years successful experience as a vocational education teacher.

REPORTS TO: Superintendent

SUPERVISES: Faculty, staff, and students at vocational school and other vocational personnel as assigned.

JOB GOAL: To serve as the vocational administrative leader of the school systems, to work with faculty, staff, students, and community to insure a high quality vocational education program and to formulate and accomplish the vocational education mission. to provide leadership for an environment of high expectation of staff and students.

PERFORMANCE RESPONSIBILITIES:

1. Serves as administrative director of the school while formulating and administering a comprehensive, modern program of vocational and technical education.
2. Establishes lay advisory committees and maintains close working relationships with the community, business, and industry, to provide training consistent with identified needs, and program goals.
3. Continuously appraises and evaluates the vocational programs to achieve established goals while implementing an annual needs assessment process that is outlined for all vocational programs including programs located on each high school campus.
4. Attends professional training to develop and maintain knowledge of all rules and regulations pertaining to vocational education to include extracurricular clubs, teams and competitive events available to students participating in vocational programs.
5. Advises and assists in writing grants and preparing budgets for both school districts to obtain and appropriately allocate state and federal funds for vocational and technical education programs.
6. Assumes responsibility for the collection, review, and submissions of all forms and reports relative to vocational education to local, state and federal agencies.
7. Supervises and evaluates all personnel at the vocational school and local school vocational programs to include monthly onsite visits at each school program.
8. Gathers, selects, and analyses data to identify and define local job opportunities.
9. Coordinates all work-experience programs in the schools.
10. Arranges and directs professional learning opportunities and education for the faculty.
11. Prior to the beginning of each school year, the director will assume responsibility for the advisement process for students, parents, employees, and general public that all career/technical opportunities will be offered regardless of race, color, national origin, sex, or disability including a brief summary of program offerings and admission criteria with the name, office address, and phone number of persons designated to coordinate compliance under Title IX and Section 504.
12. Makes recommendations for long-term changes in the vocational education program to meet changing job trends and needs.

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- 13. Assists in the employment of teachers and staff at the vocational school while developing and maintaining knowledge and skills to implement and complete the process for career technical staff to earn a professional certificate with the state.
- 14. Demonstrates proficiency in written and oral communication.
- 15. Develops and implements a plan to accomplish professional growth and demonstrates professional ethics.
- 16. Provides a climate of high expectations for staff and students through pathways of support and guidance.
- 17. Provides a safe, orderly environment that facilitates teaching and learning to guarantee compliance with board approved policies.
- 18. Utilizes approved discipline policies to establish and maintain standards of student behavior that will support a school environment conducive to learning.
- 19. Performs any other duties as may be reasonably assigned by the Superintendent and Board.

TERMS OF EMPLOYMENT: Twelve month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved By _____ Date _____

Signature of Employee _____ Date _____