



ASSISTANT DIRECTOR, ADVANCED TECHNOLOGY CENTER

GENERAL RESPONSIBILITIES

Assist the school director in the leadership, development, coordination, management, and supervision of the Advanced Technology Center’s programs; develop collaborative relationships with teachers, principals, and counselors throughout the school division.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Coordinate partnership agreements with industry and maintain contact with industry representatives.
- Attend industry networking events to aid in the development of industry contacts.
- Act as a liaison with the business community to determine employer needs.
- Develop programs and/or courses to address the community’s business needs.
- Prepare, edit, and distribute marketing literature pertaining to the programs offered at the Advanced Technology Center.
- Collaborate with the Department of Media and Communications and the Media Liaison to develop articles or provide information for school publications.
- Work in partnership with local radio and television stations to market the programs of ATC and to recruit students.
- Collaborate with the Director in the development, organization, and marketing of all ATC programs.
- Organize open house presentations and plan counselor breakfasts for the middle and high school level.
- Perform other related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain close working relationships with community, state agencies and local, state, and national businesses and works with local industries in order to provide training consistent with needs of economic development and general advisory council; ability to provide leadership, development, and coordination of Advanced Technology programs; ability to work in a supportive, collaborative role with the principals; creative, forward looking, and knowledgeable of continuous improvement principles; strong networking skills.

EDUCATION AND EXPERIENCE

Required:

Master's Degree.

Postgraduate Professional license.

Endorsements in administration and supervision.

Significant experience as a teacher and administrator working with technical and career education.

Preferred:

Educational Specialist Degree (Ed. S.) or Certificate of Advanced Study (C.A.S.).

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls.

Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing. Ability to lift up to 20 pounds frequently and up to 50 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 6/05, 7/20
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