



DIRECTOR, TECHNICAL AND CAREER EDUCATION CENTER

GENERAL RESPONSIBILITIES

Responsible for providing the administration, leadership, and supervision of the vocational center and its instructional, non-instructional, and extra-curricular programs.

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.)

- Develop and maintain effective educational programs consistent with State and Federal guidelines as well as the philosophy, policies, and goals of the School Board.
- Initiate, design, and implement programs to meet the specific needs of the Technical Education Center (“The Center”).
- Make recommendations concerning the Center’s administration and instruction.
- Direct and monitor the development of the Center’s instructional program.
- Prepare the Center’s operating budget and monitor all financial accounts and expenditures.
- Maintain a close working relationship with the Office of Technical Career Education.
- Supervise, evaluate, and counsel all professional, paraprofessional, administrative, instructional, guidance and non-professional personnel assigned to the Center.
- Meet with business and industry officials to ensure the curriculum aligns with community needs and industry standards.
- Attend informational meetings, recognition ceremonies, staff development seminars, and other related functions, meetings, and activities.
- Coordinate the planning and implementation of staff development for the Center and staff.
- Coordinate and work with central administrative staff on school and division-wide issues.
- Meet, confer, and communicate with students, parents, faculty, and staff.
- Maintain accurate records and files (student attendance, progress, achievement, etc.).
- Plan, organize, and direct implementation of all school activities.
- Establish and maintain an effective learning climate in the school.
- Provide for efficient conduct of school instruction and business.
- Ensure that certification tests are ordered, administered, and recorded.
- Aggregate and disaggregate data.
- Prepare and/or supervise the preparation of reports, records, lists, and all other required information and data.
- Schedule classes within established guidelines to meet student needs.
- Ensure that the Center’s programs are aligned with Standards of Learning’s (SOL) exemplary standards criteria.
- Coordinate SELP testing.
- Maintain high standards of student conduct and enforce discipline as necessary in accordance with School Board policy and the due process rights of students.
- Supervise the daily use of the facilities for both academic and non-academic purposes.
- Perform 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 Technical and Career Education Center programs; ability to work collaboratively with the middle and high school principals to implement, supervise, and evaluate the teachers; ability to work in a supportive, collaborative role with the principals; ability to interface with all other departments to coordinate reciprocal services for achieving departmental goals, creative, forward looking, and knowledgeable of vocational ends, industry standards, technology applications, and 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:

- Ed. S. or C.A.S postgraduate degree.
- 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, running, stooping, balancing, crouching, climbing, kneeling, crawling, grasping, fingering, repetitive motion, and reaching, Occasional standing and climbing. 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.

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| FLSA Status: Exempt | Description: 5/05, 7/20 |
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