FOR ACTION: Create Assistant Director of Career and Technical Education, Set Terms and Conditions and Authorize Posting and Filling Position

Recommendation

It is recommended that the Board create the position of Assistant Director of Career and Technical Education, set terms and conditions of employment as noted below and authorize posting and filling the position.

Assistant Director of Career and Technical Education (.50 FTE)
Effective Date: 2008-09 School Year
Terms of Employment: 205 days/contractual year
Salary: Determined by the Administrators Agreement

Background Information

Board Policy 3111 – Creating A Position – states that the “School Board recognizes the need to establish positions which, when filled by competent, qualified professional staff members, will assist the Corporation in achieving the education goals set by the Board.” This policy further states that the “Board reserves the right to create new positions and provide each with a job description clearly descriptive of the duties for which the position was created and provide each with a title that conforms with the appropriate certification insofar as possible; specify the number of persons to be employed with each job category; and set the initial salary for a new position not currently covered by a valid salary schedule.” “The Board shall, upon the advice of the Superintendent, consider the advisability of creating a new position or of increasing the number of professional staff members in an existing position.” Board Policy 3120 – Employment of Professional Staff – is attached for additional information.

Hoosier Hills Career Center reduced the level of administration in 2004 as part of reductions conducted across the corporation in building level administrative positions.

The Career Center has been evaluated twice since the time of the reduction by staff of the Career and Technical Educations Divisions of the Indiana Department of Workforce Development, Indiana Department of Education and peer administrator reviews. Each of the evaluations has indicated an area of concern that there are no assistant level administrative positions available to support school/student services.

The Career Center is going through a significant number of changes with the addition of new programs including the pre-engineering program entitled Project Lead The Way and with plans to include courses in the Biomedical areas of Project Lead The Way. Other new programs targeting younger students have begun and have significantly increased the enrollment to the Career Center from approximately 380 to projections of more than 750 students. It is projected that after the building renovation project is completed additional courses will be added in applied academic areas of math, English, and social studies. Eleventh and twelfth grade students will have an opportunity to meet all of their educational requirements by taking classes at the Career Center.