ASSISTANT DIRECTOR OF CAREER AND TECHNICAL EDUCATION

QUALIFICATIONS:
Hold or be eligible for a Career and Technical Education Director’s License
Have a minimum of three years of teaching experience

REPORTS TO:
Director of Career and Technical Education

PERFORMANCE RESPONSIBILITIES:

1. Student services
   - Complete course schedules with allocation of enrollments for area high schools and coordinate the ongoing enrollment process.
   - Coordinate all necessary reports and forms for student enrollment procedures
   - Participate in special education annual case reviews for all participating schools for existing and prospective students
   - Prepare special education and special needs information for Career Center faculty.
   - Coordinate meetings and serve as liaison with participating high school counselors and special education personnel for program information and available services.
   - Coordinate school make-up work for homebound or hospitalized students.
   - Coordinate information and tours of school for visiting student groups.
   - Responsible for student discipline actions with support of the Director.
   - Serves to work with individual students in need of personal assistance and for referral to appropriate support personnel.
   - Coordinate scholarship applications processes.
   - Assist Director with student award events and activities
   - Coordinate the Career Center Open House

2. School Operations
   - Assists with the maintenance of all required building records and reports.
   - Assists with supervision, evaluation and counseling of staff members regarding performance.
   - Assists with the in-service orientation and training of teachers with special responsibility for staff level teaching assistants (Educational Support Services).
   - Assists in conducting meetings of the faculty and staff as necessary for the proper functioning of the school.
   - Serves as a resource person and assists in the development, revision, and evaluation of Career and Technical Education curriculum.
   - Assists with articulating Career and Technical Education State Standards to staff and monitors implementation for competency-based instruction.
   - Assists faculty with appropriate assessment strategies and grade processes.
   - Assists in student and faculty handbook development.
3. General Administrative

- Assists with interviews of potential staff and faculty candidates.
- Serves on School Improvement Committee
- Keeps current with research/best practices and disseminates information to faculty and staff.
- Serves with parent, faculty and student groups as requested in advancing educational and related activities and objectives.
- Assists the Director in the overall administration of the school.
- Serves as the lead administrator in the absence of the Director.
- Performs such other tasks and assumes such other responsibilities as assigned by the Superintendent or his/her designee.

Work Year/Compensation
4. The work year and compensation shall be as established in the administrators’ salary schedule for the Monroe County Community School Corporation.

Approved 5/7/08