

Cape Girardeau Public School District No. 63
Job Description

Job Title: Assistant Director of Secondary Education - CTC

Terms of Employment: 12 month contract; 240 days

FLSA Status: Exempt

Reports To: Director, Career and Technology Center

Brief Description of Position:

The Assistant Director assists the Director in the daily management and operation of the Career and Technology Center.

Qualifications:

- Master's degree in School Administration
- Ability to obtain Career Education Administration Certification
- 3-5 years successful teaching/administration/counseling experience
- Excellent oral and written skills
- Skills in human relations, leadership, and conflict management

Essential Duties/Functions:

- Work collaboratively with administrators, teachers, parents, students, and community members to accomplish Career and Technology Center goals and actions.
- Provides support services that help students become and remain successful in school.
- Directs counseling and social work programs.
- Facilitates a collaborative relationship between community agencies and building personnel to address needs of students.
- Directs attendance and truancy services for secondary programs.
- Directs and coordinates accounting of student information and the maintenance of cumulative records of students.
- Prepares and disseminates student information required in planning educational programs and preparing state aid and accreditation reports.
- Completes required student information reports.
- Understands and interprets laws and regulations related to student services.
- Serve on community and district committees.
- Supervise secondary students, staff, and support services.
- Correspond with sending school administration regarding student issues.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 2013