

Cape Girardeau Public School District No. 63

Job Description

Job Title: Director of Career and Technology Center

Terms of Employment: 12 month contract; 240 days

FLSA Status: Exempt

Reports to: Deputy Superintendent, Secondary Education

Brief Description of Position:

The Director of Career and Technology Center is responsible for the daily management and operation of the Career and Technology Center. These responsibilities also include supervising student activities conducted in the building, creating a schedule of events that take place in the building, making certain that safety equipment is marked, and acts as a representative for the school to the public, and strategic planning for the Center.

Required Qualifications:

- Master's degree in Educational Leadership and Career Education Administration Certification.
- Previous experience in Perkins Grants and grant writing.
- Ability to work on multiple projects at once.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to maintain confidentiality at all times.
- Demonstrate excellent organizational and planning skills; including ability to prioritize.
- Ability to work well under pressure.
- Ability to work with others on multiple tasks/projects and complete assignments with specified deadlines.
- Ability to lead and offer guidance to others.
- Skills in conflict management.
- Ability to meet deadlines and to manage time appropriately.

Desired Qualifications:

- 3-5 years in teaching experience at the secondary level.
- Post-secondary teaching experience preferred.
- High level of communication skills, both oral and written.
- Experience in organizational leadership, curriculum development, and workforce development research.

Essential Duties and Responsibilities:

- Assumes responsibility for the daily management and operations of Career and Technology buildings.
- Effectively advocate for Career and Technology Education with stakeholders at the local, state and national level.
- Assists in assignment of all staff members, including hiring of staff.

- Assumes responsibility for the supervision and evaluation of all employees assigned to the building
- Provides educational leadership in the development of Career and Technical Education programs and student services.
- Works with Regional Stakeholders to meet training needs.
- Promotes and supervises an effective instructional program that is consistent with the District's curriculum.
- Monitors student achievement and works with the teacher to improve student performance.
- Develops and supervises adult programs and services in coordination with staff and other administrators.
- Provides leadership in curriculum and program development, implementation, and evaluations, along with other District administrators.
- Administers the building budget, approves needed building supplies and materials in compliance with Federal and State regulations, policies and regulations of the school board.
- Submits required state and federal reports and applications for approval and reimbursement.
- Communicates with administrators, staff, and counselors to ensure proper pupil placement, follow-up activities, and discipline.
- Assumes responsibility for the security, safety of students and appearance of the physical plant.
- Conducts research to determine student interests, training needs, and employment opportunities.
- Assures that District, state, and federal guidelines used in providing services are followed.
- Represents the District in community activities as assigned.
- Determines building schedules, assigns all staff members and students within the building.
- Participates in district meetings and committee assignments.
- Performs other duties as assigned.

Hazards:

For some buildings, stairs and exposure to communicable diseases may be a potential hazard. In labs, there could be exposure to chemicals and fumes. Equipment that supports program instruction could be potentially hazardous under certain conditions. Travel between schools will cause exposure to hazardous driving and walking conditions.

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
- Requires constant hand-eye/mind-eye coordination, hearing; intermittent walking, talking and writing.

- Frequent keyboarding and repetitive motions with wrists, fingers, and hands are required.
- 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: November 1, 2017