

## Cape Girardeau Public School District No. 63

### Job Description

---

**Job Title:** CTC Assistant Director – Secondary Education

**Terms of Employment:** 12 month contract; 240 days

**FLSA Status:** Exempt

**Reports To:** Director of Career and Technology Center

#### **Brief Description of Position:**

The CTC Assistant Director is responsible for providing overall programmatic support and manage day-to-day operations of the center's secondary education programs.

#### **Required Qualifications:**

- Master's Degree in School Administration
- Ability to obtain Career Education Administration Certification
- Three to five years successful administration/counseling experience
- Must exhibit successful leadership, organization, public relations and business skills
- Excellent oral and written communication skills
- Skills in human relations, leadership and conflict management.
- Demonstrated ability to work effectively with community groups, parents and agencies.
- Demonstrate skills in computer word processing, spreadsheets and data bases

#### **Essential Duties and Responsibilities:**

- Assist the director in the daily management and operation of the career and technology center.
- 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.
- Performs other duties as assigned by the Director of Career and Technology Center.

**Hazards:**

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes requiring safety protocols/precautions. Equipment that supports classroom 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: August 1, 2013