

## Cape Girardeau Public School District No. 63

### Job Description

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**Job Title:** CTC Assistant Director – Post 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.
- Supervise students, staff, and support services.
- Develops and supervises adult programs and services in coordination with staff.
- Assumes responsibility for the supervision and evaluation of post-secondary employees assigned to the building.
- Monitors student achievement and works with instructors and advisory committees to improve student performance.
- Provides educational leadership in the maintenance of institutional and program specific accreditation.
- Provides educational leadership in the evaluation of current CTE programming and development of emerging CTE programs.
- Submits required state and federal data reports. (MOSIS, IPEDS, USDE, etc.)
- Submits required data reports for accrediting agencies. (COE, etc.)
- Understands and interprets laws and regulations related to student services.
- Serve on community and district committees.
- Supervise student advisers and the functions of the advising center.
- Ensures compliance of the Title IV Financial Aid Program at the Career and Technology Center

- Facilitate the collaboration of the third-party services (CI), the CTC financial aid staff, and District business department staff to ensure proper administration of Title IV aid.
- Serves as a liaison between CTC and Mineral Area College.
- Assists with managing the CTC building schedule and supervising custodial staff.
- 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.

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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: \_\_\_\_\_  
Human Resource Coordinator

Date: \_\_\_\_\_

Revised: August 1, 2013