

Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

"United For Excellence"



JOB DESCRIPTION

TITLE: Career & Technical Center Director

QUALIFICATIONS:

- A master's degree with a major in educational administration and/or supervision
- A valid state certificate to practice as a career & technical center director
- At least two years of experience as a teacher
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable
- Good physical condition with ability to lift 10 pounds

REPORTS TO: Superintendent

SUPERVISES: CTE teaching staff and other professional staff

JOB GOAL: To provide students enrolled in career & technical center programs with the education and training sufficient to enable them upon graduation to enter the job market with the well-developed skills, varied intellectual interests, and understanding to continue their growth and maturation as workers and as individuals

PERFORMANCE RESPONSIBILITIES:

- Formulate and administer a comprehensive, modern career & technical program
- Maintain close working relationships with community & state agencies and area businesses, industries, & labor organizations in order to provide training consistent with the needs of these entities
- Establish advisory committees as needed
- Continuously appraise and evaluate the total career & technical program to achieve the established goals of providing the opportunity for students to prepare for gainful employment or to continue their education
- Maintain current knowledge of all pertinent rules and regulations affecting career & technical education
- Advise and assist in obtaining state and federal funds for career and technical education programs
- Assume responsibility for the collection, review, and submission of all forms and reports relative to career & technical education to state agencies
- Coordinate the gathering, selecting, and analysis of data with respect to jobs available to local high school graduates
- Work to identify and define local job opportunities and the role of the District in meeting these opportunities
- Coordinate all work-experience programs in the schools
- Arrange and direct professional development opportunities for staff
- Interpret career & technical education to the public

- Prepare and administer the career & technical budget
- Make recommendations for long-term adjustments, changes, additions, and deletions in the career & technical program to meet changing job trends and needs
- Assist in the recruitment and screening of career & technical teachers
- Assume the responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students
- Assume responsibility for overseeing the school plant and for the proper care of school property by the staff and students
- Supervise emergency preparedness programs (e.g. fire drill, tornado drills, etc.)
- Maintain high standards of student conduct and enforce discipline as necessary
- Supervise and evaluate the school's extra-curricular programs
- Organize the work of staff members to secure their maximum contribution in the planning, execution, and evaluation of the overall school program
- Schedule parent-teacher conferences
- Conduct faculty meetings as necessary to ensure proper functioning of the school
- Attend administrative meetings as scheduled
- Attend Board meetings as needed
- Conduct formal teacher evaluations during the months of September through March of each school year
- Conduct formal evaluations of support service personnel annually
- Demonstrate the requirements of the administrator's personnel appraisal instrument annually
- Assure that the approved personnel appraisal plan has been explained to all certified staff and is available to them in written form
- Assure that each certified staff member who fails one or more of the competencies will have appropriate professional development made available
- Monitor and report annually to the superintendent, the school board, and the community the extent to which students are mastering the objectives in each subject area in which grades are given
- Ensure that every subject area for which students receive grades has evaluation procedures which test the state and district core objectives
- Distribute written rules about the disciplinary procedures of the school to parents, teachers, and students
- Manage school activities to avoid interruptions of the required school day and to restrain interruptions of the class setting
- Implement the procedure for reporting each student's mastery or failure of core objectives to his/her parents or guardian
- Ensure that each classroom teacher has a period of time during the teaching day unencumbered by instructional or supervisory responsibilities to be used for individual or departmental planning
- Provide the superintendent with a summary of students' scores on the CPAS2
- Report to the superintendent the extent to which staff members have achieved designed job objectives
- Review each teacher's and each instructional support staff member's objectives for the semester/year
- Monitor teachers' progress toward achieving objectives by requesting lesson plans
- Provide each teacher a checklist of lesson plan findings no later than Monday of each week and confer with teachers when inadequate planning activity is found

- Make frequent classroom observations of teachers to determine if daily lesson plans are being used and teachers are exhibiting the requirements of the personnel appraisal system
- Assure that daily lesson plans routinely provide for use of a teacher/test/reteach/retest cycle
- Provide specific training activities to help classroom teachers and support staff improve inadequate instructional practice
- Monitor the results of teacher-made tests at the ends of each grading period
- Use exemplary teacher practices as models for professional development
- Collect data on disciplinary problems systematically and use the data to improve the disciplinary system
- Participate in professional development training sessions and conduct professional development meetings
- Monitor staff performance and behavioral change in relation to professional development program and annually report findings to the school board
- Keep a continuing inventory of equipment and furnishings, which includes an evaluation of the condition and value of each item
- Perform such other tasks as may from time to time be assigned by the superintendent

TERMS OF EMPLOYMENT: Salary and work year established by SCCSD School Board.

EVALUATION: Performance of this job will be evaluated bi-annually by the Superintendent.

Approved by: SCCSD School Board Date: _____

Reviewed and agreed to by: _____ Date: _____
(Employee)

_____ Date: _____
(Supervisor)