

## Director of Pemiscot County Career & Technology Center

### Pemiscot County Special School District

<b>Job Title:</b>	Director of Career & Technology Center
<b>Department:</b>	Administration
<b>Reports to:</b>	Superintendent
<b>Classification:</b>	Exempt ( <i>This is either exempt or non-exempt and is determined in accordance with the Fair Labor Standards Act. Remember, what the person does, not their title determines exempt status.</i> )

#### **Summary**

The Director provides instructional leadership to staff including, but not limited to: curriculum planning, review and implementation and professional development. The Director is responsible for building administration and the safety and welfare of both students and staff.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

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

- Evaluate the performance of all staff and provide opportunity for improvement.
- Maintain responsibility for maintenance and proper utilization of facilities.
- Be responsible for the overall achievement, welfare and conduct of students within the building.
- Ability to establish and maintain effective working relationships with other administrators, employees, parents and members of the community.
- Ability to promote and maintain strong parental and community involvement.
- Experience in implementing the principles and current trends in curriculum, staff development, essential elements of instruction and clinical supervision.
- Possess qualities in shared decision- making skills.
- Ability to lead staff toward instructional improvement and conduct staff development sessions.
- Ability to prepare a school budget.
- A background in appropriate level of the organization (career technical).
- Ability to evaluate the instructional process.
- Commitment to innovation and creativity.
- Responsible for the school-wide discipline program.
- Responsible for dealing with a diverse student population.
- Knowledge and prior application or experience in improving academic and career technology achievement.
- Maintains regular attendance.
- Maintains confidentiality, unquestionable integrity.
- Makes hiring recommendations to the Superintendent to submit to the Board of Education.
- Supervision of student activities and events

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- Maintains, prepares and submits reports as required by the Missouri Department of Elementary and Secondary Education and or Career Education
- Responsible for student and staff handbooks for the Career & Technology Center.
- Coordinate and supervise all activities and programs conducted at the building level.
- Any other duties as assigned.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Coordination and supervision of activities.
- Evaluation of programs.
- Evaluation of staff performance.
- Supervision of facilities.
- Responsibility for the safety, conduct, and general welfare of students.
- Monitoring of student progress.
- Responsibility for the safe operation of the physical plant and the general welfare of all students, staff, parents and patrons on or about the school site.
- Selection, assignment, supervision and evaluation of certificated and classified employees.
- Curriculum and program development and evaluation.
- Presentation of staff development and in-service for all employees.
- Development and implementation of school restructuring programs, consensus and team building models, interdisciplinary teams and shared decision- making.

### **Supervisory Duties**

Has direct supervisory responsibility over Career & Technology Center staff and students.

The Director is responsible for the direct supervision of any employee assigned to his/her building. The director is responsible for the overall direction, coordination, and evaluation of his/her building. The director carries out supervisory responsibilities in accordance with the Board policies and applicable laws. Responsibilities include interviewing, hiring, training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; complaints and resolving problems.

### **Qualifications**

#### **Education and/or Experience**

Master's degree or higher in educational administration.  
Five years of teaching experience in public school preferred.  
Five years of administrative or supervisory experience, preferred.

#### **Certificates, Licenses, Registrations**

Valid Missouri Career Education Director Certificate.  
Valid Missouri Teaching Certificate

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### **Skills and Abilities**

*The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **COMMUNICATION SKILLS:**

- Ability to read and analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of administrators, staff and the general public.

#### **MATHEMATICAL SKILLS:**

- Ability to apply the concepts of basic math, algebra and geometry consistent with the duties of this position.

#### **REASONING ABILITY:**

- Ability to define problems, collect, review, and analyze data, establish facts, and draw conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with abstract and concrete variables.

#### **OTHER SKILLS AND ABILITIES:**

- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with students, staff and the community.
- Ability to communicate clearly and concisely both in written and oral form.
- Ability to perform duties in full compliance with district requirements and Board of Education policies
- Possess basic computer word processing, spreadsheet and research skills
- Ability to access and create reports using the district's student information software

#### **PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. While performing the duties of this job, the employee may occasionally lift/ and or move up to 50 lbs. Specific vision

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abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

The demands of an extended workday (coverage of building activities and extra-curricular activities, etc.), requires a high level of physical endurance. This job requires the ability to handle and balance multiple demands at one time

### **WORK ENVIRONMENT:**

The Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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