

Northwest Technical School - Director

Job Title: Director
Department: Administration
Reports to: Superintendent
Classification: Exempt
Category: Professional Staff

Summary

The director is the instructional leader and is responsible for the daily operation of the building.

Essential Duties and Responsibilities

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.

- Recognize the uniqueness and educability of each learner.
- Plan for continuous, comprehensive, systemic school improvement.
- Use data for vision-driven change and to increase learning.
- Use fundamental principles of interpersonal communication, consensus building, conflict resolution, and organizational change.
- Keep abreast of current research, philosophy and practices in education.
- Maintain high standards of student and staff conduct.
- Ensure on-going curriculum development.
- Promote use of technology to support and enhance learning.
- Facilitate professional development opportunities for staff.
- Implement a performance-based observation system that encourages professional growth of staff and provides information for evaluative purposes.
- Assure proper supervision of students.
- Ensure management of the organization, operations, and resources for a safe, efficient, and effective environment that is conducive to learning.
- Oversee day-to-day operation of the building - prepare all necessary schedules, direct and evaluate the school's activity program, maintain required building records and reports, coordinate use of the school building, etc.
- Enforce district policies, practices, and regulations.
- Initiate, encourage and maintain open communications and proactive relationships with students, staff, parents, and the community.
- Cooperate with college and university officials to increase learning opportunities.
- Act as a responsible professional in addressing the overall mission of the school district.
- Understand, respond and influence the larger political, social, legal, economic and cultural context.
- Actively participate in the district's administrative team.
- Assume a visible and active role in the community and mobilize community resources.
- Provide for a well-rounded adult and community education program.
- Maintain, control, and account for all funds generated by the various student activities in the school.
- Establish and maintain favorable relationships with local community groups and individuals to foster understanding and solicit support for the overall school goals, objectives, and programs.
- Develop and maintain a positive relationship with board members and administrators from sending school district.
- Utilize an active advisory committee system for NTS and its various programs.
- Work with staff in recruiting and retaining secondary and adult students for the program, and work with adult and secondary students to help them secure financial aid through available programs.
- Other duties as assigned and/or prescribed by the school district's policies and procedures.

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Supervisory Duties

Has supervisory responsibility over all building staff.

Qualifications

Education - Master's degree or higher in educational administration.

Certificates, Licenses, Registrations - Valid Missouri Career Education Director certificate or administrative certificate with the understanding of fulfilling requirements necessary to obtain a valid Missouri Career Education Director certificate.

Skills and Abilities

Language

An individual who holds this position must have the ability to:

Present information to staff members, other administrators and the Board of Education.

Respond to common questions and complaints.

Interview students and staff.

Read, analyze and interpret professional journals, government memos, Board policy, administrative procedure and statutes.

Write newsletter articles, staff memos and ordinary business correspondence.

Keep information confidential when required by law, policy or a particular situation.

Computation

Ability to compute ratios, percentages and create and interpret graphs and figures.

Reasoning

Ability to define problems, collect data, establish facts and draw valid conclusions.

Technology

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 essential functions.

An individual who holds this position must frequently move in and around buildings and grounds to visit classrooms, attend meetings and supervise bus loading and unloading areas and sit for an hour or more at a time.

Hearing

Must be able to hear a conversation in a noisy environment.

Attendance

Consistent and regular attendance is an essential function of this position.

Conditions and Environment

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The work environment is consistent with a typical office environment; however the individual who holds this position will occasionally be required to be outside in temperatures below freezing and above 100 degrees. The individual who holds this position is frequently required to work irregular or extended hours.