

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Director of Career Center

FLSA: Exempt

GENERAL SUMMARY

Plans, directs, and implements the occupational educational programs for the Career Center to ensure the educational development and training of its students through demonstrated planning, leadership, supervision, and administrative skills. Reports to the Superintendent

ESSENTIAL FUNCTIONS

Effectively directs the administration and coordination of the Career Center's instructional and occupational programs to ensure appropriate instructional experiences.

Provides competent staff leadership and supervision of the Career Center's instructional personnel to ensure understanding and implementation of educational and occupational objectives of the center. Demonstrates the ability to select, train/orient, and supervise subordinate staff and evaluate their performance, and make appropriate recommendations for personnel actions. Effectively coordinates all elements of the center's professional development.

Is effective in maintaining high standards of student conduct and enforces discipline as necessary, according to due process to the rights of students.

Supervises the Career Center's programs for compliance with state, regional, and federal regulations, laws, guidelines, and mandates. Is able to keep current on all and supervises the preparation of any required reports.

Effectively manages and supervises the attendance, conduct, and health of all students.

Demonstrates the ability to coordinate and accurately prepare the annual Career Center budget and presents such to the Superintendent and the Assistant Superintendents.

Demonstrates the ability to serve as a liaison between the center and the community, interpreting activities and policies of the school and encouraging community and industrial participation in school life. Is effective in communicating with parents concerning the school's instructional and operational programs.

Is effective in the recruiting and selection of students by promoting the center's programs and progress to area high schools and the industrial community.

Performs other related duties as assigned or requested.

JOB SPECIFICATIONS

Education and Experience:

Master's degree or higher in Education Administration with at least five years of successful experience in education; or equivalent combination of education and experience that provides the required knowledge, skills,

and abilities. Must possess certification as a vocational center director. Some supervisory experience required.

Knowledge:

Knowledge in the development, planning, organization, implementation and management of Career Center programs and practices. Knowledge of the standards, regulations, and laws relating to Career Center activities. Knowledge in the proper methods for development, implementation and control of financial resources and budgets. Strong knowledge of word processing, e-mail, spreadsheets, electronic file management, the internet, and reporting and presentation software. Knows how to keep abreast of changes in policy, standards, procedures, and regulations pertinent to the Career Center.

Skills/Effort:

Advanced management, organizational, human relations, communications and interpersonal skills. Ability to develop and maintain effective working relationships with the community and school and District level staff. Ability to use and effectively apply independent judgment and discretion and given broad autonomy in directing and managing program operations. Ability to instruct others through explanation, demonstration and supervised practice, and/or make recommendations on the basis of technical disciplines. Ability to plan, prepare and monitor the Career Center's budget. Ability to create electronic reports and presentations, use the internet efficiently, communicate electronically via e-mail, and manage electronic data and files in an organized manner. Ability to complete, process, and maintain all required records, reports, and other required information. Ability to develop and maintain effective communications with school and District employees, immediate supervisor, media representatives, and the general public. Ability to operate general office equipment such as a computer, calculator, copier, etc.

Working Conditions:

Career Center environment with little significant exposure to environmental conditions. Requires ability to work under a degree of stress related to duties that require considerable attention to detail and working with students. Physical demands are restricted to school activities requiring movement/lifting items weighing up to ten pounds. Occasional local travel required; occasional overnight travel required.

Responsibility:

Responsible for Career Center budget.
Supervises Career Center staff and students.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

Date: _____

Date: _____

Date: _____