

**CATEC
POSITION DESCRIPTION**

JOB TITLE: Assistant Principal	LOCATION: CATEC
	JOB CLASS CODE:
IMMEDIATE SUPERVISOR: CATEC Director	PAY GRADE: NA
	FLSA STATUS: Exempt

GENERAL DEFINITION OF WORK

Responsible for assisting in the administration of all aspects of the total school program for the Charlottesville Albemarle Technical Education Center by providing educational leadership for students and staff consistent with organizational goals. Aspires to become a CTE Director.

ESSENTIAL FUNCTIONS

The minimum performance expectations include, but are not limited to, the following actions:

Responsible for the administering and evaluating the instructional program of the school to include:

- Assists Director in conducting instructional supervision and evaluation including classroom and teaching observations as assigned;
- Develops instructional design, coordination, implementation, and remediation consistent with state CTE competencies, and related SOL and technology standards;
- Orders national occupational certification and licensing exams. Compiles results and reports those to the base schools;
- Monitors and supervises the academic programs through continual planning of curriculum and instructional content by articulation within the school; articulation with the base high schools; articulation with middle schools in the feeder pattern; and articulation with community college and four-year colleges;
- Works with community colleges to align VDOE and dual enrollment curriculum;
- Program recruitment and outreach;
- Assists in planning, organizing, implementing, and evaluating the total school programs;
- Assists in the developing and monitoring of school improvement process;
- Develops an efficient system for pupil and program appraisal, recommending changes as needed to meet student needs;
- Evaluates grading policies and student progress with members of the staff;
- Assists teachers in planning field trips and using community resources;
- Provides leadership in initiating in-service programs and organizational improvements;
- Provides a climate conducive to effective communications through the use of faculty meetings, Professional Learning Committees, and individual conferences;
- Coordinates the use of subject matter specialists, resource teachers, and other resource personnel; and
- Coordinates program area occupational advisory councils;
- Handles NATEF and other program accreditations.

Responsible for coordinating and administering student personnel services to include:

- Develops school scheduling to include time schedule with each high school, breaks, SOL testing, exams schedule, etc.;
- Coordinates student application, enrollment, scheduling, withdrawal with students, parents, and home school personnel;
- Develops and communicates information related to student services to teachers, parents, schools, etc. through student handbook and other forms of communication;
- Implements and monitoring student personnel services to include all aspects within student handbook: student parking, dress code, behavioral guidelines, transportation, etc;
- Implements and maintaining a code of acceptable student behavior, communicating with parents, teachers, and home school personnel, and effectively documenting incidents, issuing consequences to in-school suspensions;
- Provides guidance and counseling as necessary to resolve programmatic or behavior issues;
- Coordinates services for students such as resource instruction, special education, and independent learning lab;
- Coordinates transportation to and from CATEC with departments of transportation and home high schools;
- Participates in eligibility and special education planning meetings; and

- Supervises pupil record keeping and software issues.

Assists the Director in administering staff personnel procedures in accordance with approved policies to include:

- Participates in the recruitment, placement and evaluation of staff members as requested;
- Employs substitute employees and teaching assistants as needed;
- Completes required reports; and
- Promotes a healthy and safe work environment.

Assists the Director in administering the financial and building needs of the school to include:

- Reviews orders for necessary instructional materials, textbooks, equipment and analyzing the usage of such materials in conjunction with the Director; and
- Reviews purchase orders.

Assists the Director in establishing and maintaining an effective school/community relations program to include:

- Serves as Deputy Clerk of the Center Board;
- Attends Central Virginia Apprenticeship Council meetings;
- Attends CATEC Foundation Board meetings;
- Communicates with parents by means of school programs, letters, telephone and personal contact;
- Meets with parent and community groups;
- Communicates and interprets school division policies, procedures and regulations; and
- Assists the Director in developing and evaluating an annual school plan, assuring its coordination with division-wide goals.
- Attends school-based curriculum nights;
- Speaks with, and presents to, students about CATEC programs.

Performs related duties as assigned and required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Career and Technical Education rules and regulations as set forth by the VDOE.
- Knowledge of local workforce agencies, trends, and data.
- Ability to interact professionally with school, business, and community personnel.
- Ability to market CATEC as a school of choice to students, parents, and community stakeholders.

EDUCATION AND EXPERIENCE

Must have valid Virginia license with Administration and Supervision Prek-12 endorsement, or other proper endorsement.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS

Senior school administrative work typically performed in a school setting to include classrooms and technology labs. Regular coordination with school bus scheduling requiring outside activity in frequent inclement weather is necessary. Daily liaison activity throughout the school building and grounds is necessary. Occasional attendance to school related activities throughout the state and after normal working hours are necessary. Daily contact is made with students, teachers and school administrators. Regular contact is made with parents and the community. These contacts may be non-cooperative. Occasional contact with School Board members and state administrators is necessary. Regular contact is made with the school division staff.

For more details, visit www.catec.org Careers

EVALUATION

Will be evaluated annually on the ability and effectiveness to carry out the above responsibilities as outlined.

DATE APPROVED: June 8, 2020