



REEF-SUNSET UNIFIED SCHOOL DISTRICT Job Description

Position Title: Assistant Principal of CTE

Reports to: Principal

Department: Career Technical Dept.

Classification: Certificated Management

Salary: Certificated Administrative
Salary Schedule

Work Year: 210 Days

Definition- In coordination with the principal, the primary responsibility of the Assistant Principal of CTE is to support, develop and supervise the instructional programs in CTE programs. The Assistant Principal will analyze data to inform instructional programming and to increase student achievement and graduation rates in our centers. This will include but is not limited to, assisting in providing direct supervision of CTE Teachers, assisting in facilitating committees, working with other Curriculum and Instruction staff to develop and enhance curriculum, professional development as well as research best practices.

Essential Duties -

Applies educational policies and procedures within the school system to manage CTE programs

Assists with the recruitment and development of strategic student prospects

Participate in recruitment, selection, and training personnel

Make sound recommendations about personnel placement, transfer, retention, discipline, and dismissal

Articulate the school's systems mission and goals in CTE to the community and solicit its support in realizing the mission

Assists the principal in the planning, implementation, and coordination of instructional programs consistent with the goals of the Principal's and the executive management team

Manages CTE program based upon planning, implementation, and evaluation of educational and funded programs in centers and other assigned programs

Supports and coordinates partnerships with area colleges/universities to ensure student access to college credit courses for an eligible student

Works collaboratively with community agencies and the business community to manage programs that support internships, mentoring, job shadowing, etc.

Assists the Principal and other related personnel in the planning and implementation of staff development and remediation programs for teachers, administrators, and other staff

Analyzes data using a variety of available systems to evaluate programming and for continuous program improvement

Manages implementation of instructional program revisions, Academic Intervention Services, specific intervention programs used system-wide that are consistent with the specific needs of the students

Coordinates the ordering and implementation of instructional supplies and equipment for their assigned CTE program

Responsible for the supervision and evaluation of assigned CTE staff

Manages the CTE program based upon the policies established by federal and state law, State Board of Education rules, and local boards' policies in the area of CTE

Work with parents to encourage and promote participation in and understanding of CTE support programs in the centers

Assists in assuring effective CTE schedules are in place to maximize the use of staff and support the instructional programs

Responds to parent concerns and facilitates communication between families and schools

Qualifications -

Must hold the appropriate credential (s) for the assignment

At least three years of experience with administration of CTE programs

Working knowledge of federal and state code governing CTE

Ability to assist in the coordination of a system-wide CTE program

Knowledge of the policies, organization and California CTE requirements

Strong management, interpersonal and communication skills and the ability to work effectively with wide range of stakeholders in a diverse community

Working Environment:

Office environment; subject to considerable distraction and noise from constant interruptions and office activities.

Physical Demands:

Mental acuity to perform the essential functions of this position in an accurate, neat, timely fashion; to make good judgments and decisions; and to evaluate the results of decisions and judgments. Ability to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time. Ability to see, read, and distinguish colors, with or without vision aids, a computer screen, rules and policies and other printed matter. Ability to

hear and understand speech at normal room levels, and to hear and understand speech on the telephone.

Manual dexterity to operate a telephone, and enter data into a computer using both hands. Facility to speak in audible tones so that others may understand clearly in normal conversation, training sessions, presentations, other meetings and on the telephone. Physical agility to lift up to 25 pounds to should height, and up to 50 pounds to waist height; and to bend, to stoop, to walk, to climb stairs, and to reach overhead. Ability to drive a car.

Professional Characteristics:

Demonstrated leadership ability

Demonstrated skill in oral communications, including public speaking and presentations.

A collaborative management style that can be applicable to staff at all organizational levels and that promotes a shared governance.

Demonstrated skills in team building

Demonstrated commitment to creating an environment which emphasizes the importance of service to students.

Employee Signature

Date

Witnessed By

Date

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