

**Director – Career Center**  
*Marshall Public School District Job Description*

**Position Title:** Director – Career Center

**Department:** Administration

**Reports To:** Superintendent

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**SUMMARY:** Provide instructional leadership to staff including: curriculum planning, review and implementation; and professional development. Responsible for building administration and the safety and welfare of both students and staff

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Encourage each student to perform at their highest level.
- Manage all building staff personnel.
- Complete performance appraisal on staff
- Provide support to teachers.
- Provide general supervision to students.
- Evaluate performance of teachers, programs and staff. Provides in-service training to teachers as needed.
- Prepare the school budget.
- Maintain relations with parents, school volunteers, outside agencies and industry leaders.
- Implement policy and procedure changes from the Board, the State and Federal Departments of Education at the building level.
- Report appropriately to staff and to community.
- Supervise staff attendance and assignment of substitute teachers.
- Perkins accountability, budgeting and expenditure of funds
- State reports as needed
- Recruitment of secondary students from all county high schools and K-8 schools
- Communicate with all sending schools
- Recruit and supervise all adult programs as needed

**SUPERVISORY RESPONSIBILITIES:** Supervise over 20 full-time and indirectly supervise 30 part-time employees in the Career Center. Responsible for the overall direction, coordination, and evaluation of Saline County Career Center. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**EDUCATION and/or EXPERIENCE:** Master's Degree and five years experience in teaching and administration.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Teaching Certificate with Director Certification

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**TERMS OF EMPLOYMENT:** Eleven-month employee. Salary to be established by the Board of Education.

