

**Chittenden Central Supervisory Union
Job Description**

JOB TITLE:	Assistant Director, Technical Center
FLSA STATUS:	Exempt
UPDATED:	November 28, 2001

POSITION OBJECTIVES: To assist the Director in administering the operation of the Center and to provide leadership to staff members. Provide for coordination between staff members, students, parents, community business leaders, and other individuals involved in the operation of the Center to promote maximum education benefits for the students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assumes responsibility for administering student disciplinary action related to enforcement of Center rules and regulations as established through District policy. Assists teachers in the handling of attendance and discipline problems.
2. Assist the Director in the operation of the Center and assumes responsibility in the Director's absence.
3. Recruits, screens, hires, trains, and assigns vocational personnel.
4. Conducts vocational meetings and attends relevant school, district, and professional meetings as directed.
5. Actively advises and assists the Director on the Center's budgetary needs.
6. Supervises assigned instructional or special services programs, evaluates teaching performance.
7. Meets with sending schools on discipline issues and to promote curriculum and effective understanding of the operation of the Center as it relates to their students.
8. Works with the advisory committees regarding relevance of programs, curriculum development, and equipment technology. Makes annual report on activities to the Director.
9. Conducts surveys and studies for planning, revision, deletion, and addition of programs.
10. Provides a safe and healthy environment for students, professional and non-professional staff, and the lay public, including maintaining a program of safety.
11. Maintains equipment maintenance and inventory.
12. Interprets grading policies, attendance policy, promotional policy, and the District's instructional program to parents and the community.
13. Keeps informed and updated professionally on educational innovations and trends as they relate to technical education.
14. Provides leadership and acts as a resource person for curriculum development.
15. Promotes the image and understanding of the Center among area school administrators, students, parents, civic groups, business and industry, and local community.
16. Coordinates with Vermont Department of Education personnel in the evaluation process, interprets state standards, staff certification requirements, current curriculum development requirements, and writes grants.
17. Develops appropriate and relevant in-service/staff development programs for Center personnel.
18. Develops facility utilization and renovation plan for the Center. Ensures that all maintenance items are successfully completed.
19. Functions as school safety officer, and implements District emergency operations plan for safety, parking, and security.
20. Participates as a staff member to the Technical Academy Pilot Curriculum Committee.
21. Ensures all state/federal reports are completed correctly and on time.
22. Other duties as assigned by the Director.

SUPERVISION RECEIVED:

Works under very general administrative direction, planning and implementing the activities of a department, program or other unit of major size or scope, in accordance with general organizational objectives. Usually receives no technical assistance from supervisor. Has regular meetings with supervisor on a monthly or quarterly basis regarding overall progress, direction, objectives of the program, with more frequent consultations regarding special problems or specific activities as necessary.

SUPERVISORY RESPONSIBILITIES:

Directly supervises 38 employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Masters Degree in education or other appropriate discipline plus 10 years of teaching experience and 4 – 5 years leadership experience or 4 – 5 years of other relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
- **Certifications and Licenses.** Valid Vermont Professional Educator's License with a 3-92 Endorsement (Level II preferred), plus meet all the basic competencies and qualifications under section 5440-92 of the *Regulations Governing the Licensing of Educators and the Preparation of Educational Professionals*.¹
- **Language Skills.** Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- **Mathematical Skills.** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **Computer Skills and Experience.** Proficient with Microsoft Word and Excel. Ability to efficiently and effectively utilize the Sasi student database and GroupWise mail server.
- **Reasoning Ability/Mental Requirements.** Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.
- **Communication & Interpersonal Skills.** Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.

PHYSICAL EFFORT AND STRESS.

While performing the duties of this job, the employee is frequently required to walk; sit; stand; talk or hear. Regular use of computers and equipment and handling of stressful situations and conflict resolution. Occasionally required

to lift or move more than 100 lbs. Requires close, distance, color, peripheral vision and depth perception and adjusted focus.

WORKING CONDITIONS:

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; outside weather conditions. The noise level in the work environment is usually moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ⁱ May be found on the Vermont Dept. of Education website <http://www.state.vt.us/educ/license/index.htm>