



Director – Northland Career Center

FLSA Status:

Exempt, Administrative

Qualifications:

Master's degree or higher in Educational Administration or related field

Certification and Licenses:

Valid Missouri certificate with Career Education Director Endorsement

Clearances:

Criminal Justice
Fingerprint/Background
Clearance

Salary Schedule:

Administrator

Experience:

Five years of experience in teaching, administration, and/or supervision in Career Education
Prior Career Education administrative experience preferred
Effective communication skills
Effective team-building skills

Reports to

Executive Director of Academic Services

Terms of Employment

12 months, 8 hours per day, with benefits according to Board policy.

Purpose Statement

Provides leadership in developing, achieving and maintaining the best possible Career and Technical education for students. Responsible for instructional leadership, educational programming, professional and classified staff, student development, facility maintenance and management, fiscal management, and developing effective community relations.

Essential Job Functions

- Leads in the development, implementation and communication of educational goals.
- Provides strong and positive educational leadership in organizing, developing and administering the instructional program of the Career Center.
- Utilizes student surveys, data, and technical skills assessments to identify area of strength and weakness and develops and annual Program Improvement Plan.
- Provides leadership in developing the necessary climate for change and growth within the school
- Assists in selection, assignment, orientation and evaluation of all personnel at the Career Center.
- Supervises teaching staff and programs in accordance with building and district philosophy.
- Supervises all Career Center professional, paraprofessional, administrative, and support personnel.
- Provides for effective and efficient day-to-day operation of school facilities that are conducive to a positive learning environment.
- Responsible for all aspects of the Career Center's budget; prepares the annual budget, sets tuition rates, and monitors spending.
- Stays current with Career Education trends by attending meetings, reading educational journals, and participating in discussions with other Career Education professionals.
- Advocates for Career Education through legislative channels.
- Maintains effective communication channels with representatives of business and industry.
- Oversees the development and activities of all program advisory committees; works with the Career Center's overall Advisory Board.

- Maintains effective working relationships with administrators and staff from 12 sending schools.
- Supervises students
- Oversees the operation of Adult and Community Education and staff.
- Is involved in all key decision-making & hiring of evening staff.
- Works closely with business and higher education partners in the Northland and KC Region.
- Attends workforce and economic forums/councils to promote NCC and stay current on economic and workforce trends.
- Establishes and maintains effective discipline in the school and promotes a positive school climate; enforces discipline as necessary, according to due process rights of students.
- Ability to work to implement the vision and mission of the district.

Other Job Functions

- Exhibits dependability and punctuality in assigned duties; has consistent and regular attendance.
- Adheres to good safety practices
- Takes all reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by law and district policy.
- Develops and follows a plan of self-improvement which promotes both personal and organizational goals.
- Demonstrates professionalism and appropriate judgment in behavior, speech, dress, and manner for the work setting.
- Demonstrates effective human relations and communication skills
- Reads, analyzes, and interprets professional journals, state data, state standards, Board policy, administrative procedures and forms, and governmental regulation and guidance.
- Maintains strict confidentiality.
- Reviews lesson plans and confers with teachers to link teaching/learning activities to the educational goals.
- Develops and demonstrates effective communications through regular staff meetings, weekly building communications, and or personal contacts.
- Ensures comprehensive Career and Technical Student Organizations support the development of students.
- Cooperates with district programs, research, and planning, when appropriate.
- Cooperates with, assists, and support other administrators in the analysis and solution of their administrative problems when appropriate.
- Supports district/school decisions in a positive manner with the public, other staff, etc.
- Performs all other duties as required or assigned.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include; communication, leadership, work independently, persuasiveness, implementation, etc.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: diverse cultures and communities.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate.

Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stopping, kneeling, crouching and/or crawling and significant fine finger dexterity. Generally the job required 30% sitting, 35% walking, and 35% standing.

Conditions and Environment

The work environment is consistent with a typical office environment; however the individual who holds this position will occasionally be outside in temperatures below freezing and above 100 degrees. The individual who holds this position is frequently required to work irregular or extended hours.