

Job Description

Job Title:	Career & Technical Education Director & Principal	Job Code:	5006
Job Family:	Certified	FLSA Status:	Exempt - E
Pay Program:	Administrative	Pay Range:	L 14
Prepared/Revised Date:	September 2015	Work Year:	12 months

SUMMARY: Develop, facilitate and manage Secondary Career and Technical Education (CTE) programs to support career pathways and integrated academics by providing instructional leadership, community building and human and financial resources management. Compile, analyze and report on an annual basis to the Colorado Community College and Occupational Education Systems (CCCOES) the expenditure of district money for reimbursable vocational programs. As principal, carry out the mission of the school to ensure a quality educational experience by preparing students with specific technical skills, employability skills and integrated academics for advancement along a career path and lifelong learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Ensure the acquisition and efficient allocation and utilization of financial resources for the Bollman Technical Education Center.	D	15%
2. Lead, support, coordinate district-wide secondary CTE programs through planning and implementation processes, which include but not limited to Career Pathways, Integration of Academics, Integration of technology and work skills for the 21 st century and which include and emphasis on Tech Prep.	D	10%
3. Develop and carry out a vision; orient oneself to the complexity of multiple contexts.	D	10%
4. Assist in ensuring quality pupil service programs (i.e. attendance, discipline, records, special services, guidance/counseling, scheduling, emergency procedures)	D	5%
5. Plan, schedule and facilitate the work of others, resource management and time management	D	5%
6. Evaluate administrative, certified, classified staff	W	10%
7. Anticipate and implement the State and Federal CTE Program guidelines as mandated by CCCOES in conjunction with teachers, principals and the Learning Services Team to ensure program compliance and funding.	W	3%
8. Serve and actively participate as Director of Career and Technical Education on a variety of district, regional and state committees as an educational leader.	W	3%
9. Utilize assessment data in planning, budgeting and delivering instructional programs	W	3%
10. Monitor and coordinate State and Federal Grants to Career & Technical Education Programs	W	2%
11. Seek and coordinate technical assistance and professional development opportunities for CTE teachers.	W	2%
12. Research current trends and programs in Career & Technical Education.	W	2%
13. Adhere to and communicate district policies to the school community.	W	2%
14. Prepare and submit all necessary reports to CCCOES documenting expenditures and revenues for all district career and technical programs.	M	8%
15. Collaborate with community members on partnerships to support instructional programs.	M	5%
16. Coordinate the program approval process requirements of CCCOES for all district CTE approved programs.	M	5%
17. Engage in professional development activities to assure relevance/currency of skills/knowledge.	M	3%
18. Oversee the issuance and currency of credentials for CTE teachers.	M	2%
19. Support the School Improvement Process at the Center.	M	2%
20. Promote the continual development of a quality educational environment through personnel decisions, recruitment, interviewing and hiring.	A	2%
21. Perform other duties as assigned.	Ongoing	1%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s degree in Education or Business plus additional course work required for Principal/Administrative licensure (CDE), Local CTE Director/Administrator Credential Colorado State Board for Community Colleges and Occupational Education.
- Over three and up to and including five years of experience in Administration.
- Over one year and up to and including three year experience in career and technical program coordination and reporting procedures.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Professional Principal License
- Local CTE Director
- Valid Colorado Driver’s license required at hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent interpersonal relations and oral and written communication skills.
- Basic microcomputer and software skills.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Microcomputer
- General office equipment.
- Microsoft Office applications

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	School Services Executive Director – Secondary Schools	3092

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Assistant Principal, Senior	1	3083
	Office Manager, High	1	1301
	Registration Specialists, Schools	1	1303
	Bookkeeper, Schools	1	1101
	Head Custodian High School I	1	1100
	Career Assessment Specialist	1	1405
	Office Clerk I	1	1317
	Campus Supervisor	1	1203
	Counselor	1	4062
	Computer Systems Coordinator	1	1408
	ParaEducator, Special Needs	1	1251
	Teacher, Vocational	18	4006

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Develop, administer and monitor the budget for district Career & Technical Education Programs.
- Coordinate the collection of information and completion of the financial expenditures report to the Colorado Community Colleges system offices for each fiscal year.
- Supervise and coordinate Federal Grants.
- Responsible for the school budget, including personnel allocations and overseeing grants.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel	X			
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy	X			
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize				X
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	