**DIRECTOR – AREA TECHNICAL AND EDUCATION CENTER**

**QUALIFICATIONS:**

* Master’s Degree in Education.
* Certified Administrator by the State of Michigan or equivalent.
* 3-5 years of successful administrative experience in Education.
* Possess demonstrated leadership and communication skills (written and oral).
* Other attributes deemed important by the District (example, attendance record with previous employers, professional development activities, etc.).
* Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**REPORTS TO:** Superintendent and Assistant Superintendent

**JOB GOAL:** To provide leadership and overall administration of the (School District/ISD) Area Vocational-Technical Center.

**ESSENTIAL JOB FUNCTIONS:**

* Strong demonstrated interpersonal skills.
* Ability to speak to individuals one-on-one and facilitate group discussions.
* Valid Michigan Driver’s License.
* Ability to drive between (School District/ISD) buildings, local school districts, and to workshops, meetings, and conferences throughout the state.
* Must be able to lift, and move short distances, weights of up to 50 pounds.
* Available to work 8:00 a.m. – 3:00 p.m. with occasional evenings or weekends.
* Maintain confidentiality of student records and information.

**PERFORMANCE RESPONSIBILITIES:**

* Provide leadership in the hiring and development of staff at the Area Vocational-Technical Center.
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* Provide leadership in the implementation of student activities, discipline, and policies as it relates to the Area Vocational-Technical Center.
* Provide day-to-day supervision of all staff at the Area Vocational-Technical Center.
* Provide leadership in the planning and implementation of curriculum development.
* Provide in-service opportunities for instructional, support, and administrative personnel.
* Administer an effective and timely system of teacher evaluation.
* Develop and administer a system to measure student achievement and other data collection activities. To evaluate system performance.
* Provide leadership and coordination as it relates to building maintenance.
* Provide leadership in the planning and implementation of Citizen’s Advisory Committees for all Center programming.
* Provide leadership for the acquisition of new/used equipment and instructional supplies for all programming at the Area Vocational-Technical Center.
* Act as a liaison between the local Secondary Principal’s Group and the Area Vocational-Technical Center.
* Provide assistance to local districts as it relates to recruitment and public relations strategies.
* Provide leadership in the planning and implementation of all activities as it relates to the Student Services Center at the Area Vocational-Technical Center.
* Initiate activities necessary for the coordination and articulation of programs and services between and among secondary and post-secondary institutions to train adults as well as youth.
* Act as a liaison person between the Vocational-Technical Center and business and industry as it relates to training opportunities.
* Maintain membership in various civic and professional organizations and keep informed of new educational methods and trends through advanced study, attending conferences and seminars, professional literature and other appropriate methods.
* All other duties to be assigned by the Superintendent as appropriate.

**TERMS OF EMPLOYMENT:** Twelve (12) month year. Salary and work year to be established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education’s Policy on Evaluation of Administrative Personnel.