

## JOB DESCRIPTION

TITLE ASSISTANT PRINCIPAL, CAREER CENTER

### QUALIFICATIONS

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.

Education/ Experience	Master's degree and a minimum of five years of full-time experience in a certificated position required. Demonstrated educational leadership abilities, comprehensive planning, budget and financial management practices, career and technical education experience; experience working with business, industry, and community-based organizations, and state and district rules/regulation and policies/procedures. Computer skills required (i.e., ability to use email).
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. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	Certification in Educational Leadership (Level I).
Reasoning Ability	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
Physical Demands	The physical demands described here 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. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is required to stand,

walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall remain free of any alcohol or not-prescribed controlled substance in the workplace throughout his/her employment by the District.

#### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may occasionally need to work in wet or humid conditions and be exposed to a minimal amount of daily outdoor weather conditions. The noise level in the work environment varies and may be that of a classroom setting or cafeteria.

#### REPORTS TO

Principal

#### GENERAL RESPONSIBILITIES

1. Assists the Principal in instructional leadership and accountability, evaluation of instructional programs and staff, provision of inservice training for instructional staff and the supervision of instructional and non-instructional staff.

#### SPECIFIC RESPONSIBILITIES

1. Manages school operations in the absence of the Principal.
2. Assists the Principal in maintaining a positive school climate and a culture of character within the school.
3. Assists in classroom observations and provides leadership with teachers and department chairperson concerning instructional programs.
4. Develops and implements the school's master schedule (using multiple data bases based upon FTE allocations and course selection data).
5. Assists in the improvement and implementation of curricular offerings.
6. Oversees the testing program and aggregates, analyzes, interprets and communicates data in order to improve the instructional program.
7. Assists the Principal in working with community groups and utilizing community resources.
8. Assists in the development of the School Improvement Plan.
9. Coordinates textbook evaluation and selection process within the school.

10. Assists the Principal in the selection of staff.
11. Supervises club and class activities.
12. Assists the Principal in the preparation and monitoring of locational and internal school budgets, tuition, student fees, and financial aid.
13. Assists the Principal in the preparation of county, state, and federal reports originating at the school level, including those necessary for the Council on Occupational Education accreditation.
14. Assists in the selection and ordering of instructional supplies, equipment, and materials.
15. Secures substitute teachers as needed.
16. Assists in the oversight of production workshops.
17. Assists in student marketing and recruiting efforts.
18. Tracks DOE frameworks and implements changes to instructional curriculum.
19. Schedules dual enrolled students and coordinates data exchange, grades, and attendance with sending schools
20. Handles student discipline issues and develops and monitors behavior contracts
21. Performs such other duties, tasks, and responsibilities as assigned by the Principal.