

## JOB DESCRIPTION

TITLE CAREER CENTER PRINCIPAL

### 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 in Educational Leadership or Administration and Supervision or equivalent experience which provides the required knowledge, skills and abilities for this position. Seven years of full-time experience in a certificated position required. Computer skills required (e.g. ability to use email).
Language Skills	Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics 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	Florida Certification in School Principal (Level II) Or Educational Leadership and Local Director of Vocational Education
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
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 required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 50 pounds. Specific vision ability required by this job includes close

vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-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** Superintendent

### GENERAL RESPONSIBILITIES

1. Directs all school administrative operations.
2. Provides instructional leadership for all school programs using the following guiding principles:
  - All students should graduate from high school fully capable of entering and being successful in the workplace, further career and professional education, and/or post secondary degree programs.
  - Career and professional education should be included as a core educational expectation for all K-12 students within the District School Board of Collier County.
  - Strong partnerships should be built between a willing business and industry community and the educational community to strengthen career and professional education.
  - Both secondary and postsecondary students complete programs with appropriate skills and certifications to obtain careers and/or advance in their chosen careers.
3. Develops an effective Career Education program that exemplifies comprehensive reform aimed at improving student achievement and the mission statement of the District School Board of Collier County.

### SPECIFIC RESPONSIBILITIES

1. Provides leadership for all school operations consistent with existing collective bargaining contracts, school law, Board policies, and administrative procedures.
2. Provides leadership in developing, coordinating implementing, and evaluating school instructional and extra-curricular programs.
3. Provides pivotal leadership for the development and maintenance of Career Center staff and student morale.

4. Creates a positive school climate and a culture of character within the school.
5. Maintains fair, reasonable, and consistent discipline within the school.
6. Establishes the School Advisory Council and develops the School Improvement Plan.
7. Provides a healthy and safe environment for students and staff (fire drills, disaster plan, etc.).
8. Maintains proper maintenance and custodial care of school facility and grounds.
9. Supervises the building of the master schedule and related staff assignments.
10. Organizes and provides staff development opportunities for all members of the school community.
11. Evaluates instructional and non-instructional staff.
12. Directs school accreditation procedures.
13. Facilitates parent and business involvement in the school community.
14. Serves as liaison between school and community to utilize community resources.
15. Maintains all student records.
16. Serves as liaison between the school and the food service program.
17. Serves as liaison between the school and the district transportation office.
18. Develops and manages locational and internal school budgets, including revenues from state workforce funding, site-based customized and continuing workforce education, tuition and fees, grants, and other sources.
19. Supervises the accurate accounting of monies received and dispersed from school funds.
20. Supervises materials evaluation and selection studies within the school.
21. Supervises the preparation of county, state, and federal reports originating at the school level.
22. Maintains inventory of supplies, equipment, and furniture within the school.
23. Recruits and interviews prospective staff members.
24. Participates in workshops, conferences, parent-teacher meetings, business advisory meetings, and extracurricular activities.
25. Provides appropriate records and data to complete WDIS, FETPIP, IPEDS, and other workforce education reports.
26. Oversees the placement and follow-up of program completers.

27. Works with appropriate personnel to prepare the workforce education budgets.
28. Oversees preparation for accreditation of certification and licensure programs.
29. Supervises financial aid and scholarship programs.
30. Performs other duties as assigned.