## TITLE: Executive Director of Career Tech and Student Services

## **QUALIFICATIONS:**

- 1. Master's Degree from an accredited university or college.
- 2. Valid Alabama certificate in Educational Leadership, administration, and/or supervision.
- 3. Minimum of three (3) years successful administrator experience.
- 4. Such alternatives to the above qualifications as the Board may require.

**REPORTS TO**: Superintendent

**SUPERVISES:** Assigned Staff

JOB GOAL:

- To provide leadership and direction for school system programs designated to provide students with educational opportunities.
- To provide leadership and assistance in executing all Career Technical Education programs in the district.

## **JOB DUTIES:**

- 1. Demonstrates support for the school system and its vision, goals and priorities.
- 2. Serves as liaison between the CTE programs and the local workforce development agencies and representatives.
- 3. Conducts research on current CTE issues and best teaching practices to create professional development programs and experiences for CTE teachers, school counselors, and administrators; leads professional development at school sites.
- 4. Assists in the recruitment and screening of CTE personnel.
- Serves as consultant to the professional staff and administrators on matters pertaining to CTE programs career awareness programs, career readiness standards, and on the interpretation of the laws affecting CTE.
- 6. Prepares and manages all CTE program applications, budgets and other required reports.
- 7. Oversees all CTE programs and provides support for CTE teachers.
- 8. Advocates, supports, and communicates all aspects of the CTE programs services, and initiatives.
- 9. Formulates and administrates a comprehensive, modern program of career technical education (CTF)
- 10. Assesses, evaluates, and expands the total CTE program to achieve established goals of providing multiple opportunities for students to prepare for gainful employment.
- 11. Assists and monitors compliance associated with accountability measures related to Career Readiness Indicators embedded in CTE pathways.
- 12. Implements and/or evaluates Early Warning and Attendance Programs/Policy for ACS.
- 13. Serves as liaison between ACS and organizations (Department of Human Resources, Juvenile Court, and other local/state agencies) in the development/implementation of Attendance Programs/Policy.
- 14. Supervises and directs the ACS Attendance Officer and school administrators/counselors in the coordination and implementation of Attendance Programs/Procedures for ACS.
- 15. Assists in the development and implementation of the computerized attendance accounting.
- 16. Attends board meetings and prepares reports as directed.
- 17. Oversees and provide excellent transportation services to ensure safe delivery to all Albertville City students to and from school and school related events and activities.

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- 18. Assists supervisors and school system administrators in the diagnosis, prevention, and correction of transportation problems and unsafe conditions.
- 19. Assists with the efficiency and safety of all school bus routes.
- 20. Serves as Hearing Officer in Disciplinary Tribunal Hearings.
- 21. Facilitates and guides administrators who serve on Disciplinary Tribunal Hearings.
- 22. Serves as the school safety officer for ACS.
- 23. Oversees the annual development/review of student code of conduct.
- 24. Oversees and directs ACS students with alternative education placements.
- 25. Assists supervisors and school system administrators with daily maintenance/cleaning/sanitizing within the school system.
- 26. Evaluates and provides leadership to ensure all sports remain in cycles of continued improvement for ACS student-athletes.
- 27. Supervises athletic programs to ensure that all programs comply with requirements and procedures from the Alabama High School Athletic Association. (Including, but not limited to, eligibility.)
- 28. Supports athletic programs by attending events. (Games, sporting events, and practices.)
- 29. Assists administrators and supervisors in the development of athletic programs.
- 30. Provides leadership and guidance in the addition of new athletic programs to enhance opportunities for ACS student-athletes.
- 31. Coordinates school safety plans in order to fulfill both state and federal requirements.
- 32. Maintains professional growth and competence through professional development <u>as per Board Policy 5.5 Personnel Professional Development.</u>
- Adheres to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
- 34. Performs other duties as may be assigned.

## **Essential Duties**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT:		☐ 9-Month	☐ 10-Month	11-Month	☐ 12-Month	
EXPECTED WORK DAY:		8 Hours				
FLSA STATUS:		Exempt				
SALARY:	According to Albertville City School Board approved salary schedule and determined by rank and experience as per policy 5.1.2 – Personnel – Special Requirements for the Position					
EVALUATION: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements						
Reviewed and agreed to by:		Employee	Date			
☐ Principal/Program Coordinator		Human Resource Initials				
Board Approved:11/13/2020						