

**ASSISTANT PRINCIPAL/ASSISTANT DIRECTOR  
CAREER CENTER**

**JOB DESCRIPTION  
MSD OF WAYNE TOWNSHIP**

**PURPOSE:** To fulfill administrative functions in Ben Davis High School with a focus on the Career Center and other career related programs.

**PERFORMANCE RESPONSIBILITIES:**

1. Oversees the day-to-day operation of the Career Center, including programs off site.
2. Serves as the instructional leader for the Career Center and establish and maintain an effective learning climate.
3. Articulates career and technical education state standards to staff and monitor implementation and accomplishment.

Participates in development, revision, and evaluation of career and technical education curriculum including curriculum mapping with consideration of state standards, certifications, end of course assessments and dual credit final examinations.

4. Works with student services and others to ensure that scheduling and course codes align with program offerings and IDOE standards.
5. Arranges for the purchase of program textbooks, workbooks and supplies as necessary.
6. Manages student attendance, discipline and transportation for all career center programs and coordinates with all participating school districts.
7. Supervises and evaluates staff.
8. Cultivates relationships with industry partners and local community groups.
9. Participates in the implementation of student recruitment initiatives for career program enrollment, job placement, etc.
10. Manages and coordinates student co-curricular youth organizations, extra-curricular, and after school activities and programs.

11. Supervises the advisory committee meetings for each program area and ensure the meetings are held at least twice per school year.
12. Supervises the collection and accounting of student fees for the career center.
13. Supervises the maintenance of accurate state records on the INTERS data system.
14. Assists in the supervision of evening adult programs and CTSO activities in the career center.
15. Assists with the development and continued leadership of the Early College Career Center.
16. Serves on the Principal's Leadership Team and the CTE Director's Leadership Team.
17. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised July 2016.