

**DIRECTOR OF CAREER/TECHNICAL/
ADULT EDUCATION**

**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. Serves as chief administrative officer for Area 31 Career Programs.
2. Promotes career and technical education throughout Area 31 keeping informed of legislation and statistical data on local, state, and national levels.
3. Prepares the career and technical education budget, assists in the calculations and collection of transfer tuition, submits proposals for funding career and technical education programs and provides data to the Business Office concerning receipts and disbursements.
4. Assists in developing and maintaining quality instruction through supervision, professional development activities, curriculum adjustment, supplying materials, and updating equipment and facilities.
5. Reviews and evaluates career and technical education programs and periodically revises related procedures and practices.
6. Develops an operational liaison with community businesses and industry which involves advisory committees, surveys, and workshops.
7. Assists and approves the processing of career technical education reports for Area 31 school
8. Prepares and submits reports for all state and federal career and technical education projects.
9. Prepares and submits both annual and long-range planning documents as required for state and federal funding.
10. Provides overall leadership for career exploratory programs, career guidance, career education (K-12) programs, adult vocational education programs, and articulation with career & technical education, business, family & consumer science and technology education

11. Serves as the career and technical education contact for the Department of Education, the Indiana Commission on Vocational and Technical education, and the Department of Workforce Development for Superintendents of Area 31 school districts.
12. Organizes and prepares for Governing Board and advisory committee meetings.
13. Collaborates with Area 31 school administrators and other designated certified personnel on student selection, placement, and follow-up of career and technical education students.
14. Coordinates career and technical services with such programs as: technical education teachers and aides, as well as reviews license expiration dates, arranges for certification classes and processes all applications for teacher certification.
15. Assists with compensation calculations amounts for all career and technical education teachers and aides, as well as reviews license expiration dates, arranges for certification classes and processes all applications for teacher certification.
16. Supervises the Adult Vocational Evening, college and university courses, Adult Basic Education, G.E.D., and Business and Industry programs.
17. Performs such other tasks and assumes such other responsibilities as the Governing Board
18. Pursues grant opportunities and donations that benefit career programs.
19. Plans and oversees the implementation of student recruitment initiatives for career program enrollment, job placement, etc.
20. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised July 2016.