

**MAYFIELD CITY SCHOOLS
ADMINISTRATIVE JOB DESCRIPTION**

Title: VOCATIONAL DIRECTOR FOR THE EXCEL TECC CONSORTIUM AND
ASSISTANT HIGH SCHOOL PRINCIPAL

Qualifications:

1. A master's degree or higher from an accredited college or university.
2. A valid Ohio Principal's Certificate (Vocational Director preferred).
3. Successful experience as a teacher, supervisor and/or administrator.
4. Demonstrated ability to be able to work successfully with students, staff, community and business.
5. Demonstrated proficiency in computer skills and knowledge of applications necessary to access, manipulate and disseminate timely and relevant information.

Physical/Other Requirements:

1. Ability to move from room to room throughout the building and the property site including climbing stairs to supervise students and staff, as well as remain in a fixed location for a period of time.
2. Sufficient ability to hear the conversational voice with or without hearing aid.
3. Sufficient ability to see and read small print with or without corrective lenses.
4. Sufficient ability to speak and be understood under normal circumstances.
5. Sufficient use of arms, hands, legs and feet with or without corrective devices to accomplish the job.
6. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies.
7. Suited for situations that require the ability to interact well with other people, but also the ability to work alone.
8. Occasional travel and/or evening/weekend work.
9. Occasional exposure to blood, bodily fluids and tissue.
10. Occasional interaction among unruly children.

Contract: 220-day contract

Reports to: The Superintendent for consortium matters and to the High School Principal for Assistant Principal responsibilities

Supervises: All certified and classified staff members assigned to the Excel TECC program and responsible for all consortia to which assigned.

Job Goal: To provide leadership for the Excel TECC programs and to assist the principal in administering an effective high school program.

Responsibilities/ Essential Functions:

1. Assists all consortium principals in the overall administration of the Excel TECC programs.
2. Supervises and evaluates staff within Excel TECC.
3. Participates in Building Administrator activities.
4. Assists in the supervision of extracurricular activities, including attendance at evening building activities.
5. Assists in the day-to-day operation of the school.
6. Provides assistance to all administrators in the consortium in regards to discipline matters involving Excel TECC students, and acts in the place of the principal, when necessary, in the matters of suspension and other such disciplinary matters of non-Excel TECC students.
7. Develops a Strategic Initiative Team for the purpose of acting as advisory committee overseeing all career and technical programs.
8. Serves as a liaison between technical education, business & industry, and post-secondary institutions.
9. Collaborates with EMIS coordinators throughout the consortium to ensure accurate reporting as required by ODE.
10. Works with the Treasurer in each district that houses an Excel TECC program in regards to developing a building budget, funding, billing, tuition, grant monies, and expenditures.
11. Prepares and submits in a timely manner all career technical reports as required by ODE and consortium districts (e.g. Management of Perkins Grants, Program of Studies, CTE-26, 36, 37, Career Tech teacher licensure paperwork, etc.)
12. Develops and implements an ongoing program of public relations and recruiting for career technical education.
13. Oversees the ABLE/GED program
14. Serves on the Tech Prep Consortiums Governing Board and Liaison Teams (for Lakeland and Cuyahoga Community College).
15. Works with the transportation supervisors throughout the consortium in regards to transporting students from their home school to their selected program.
16. Keeps professionally current and knowledgeable by attending conferences and meetings, maintaining membership in professional organizations (OCTA and CCS) and reading professional literature.
17. Performs other duties relative to the position as may be requested by the principal and/or the superintendent.
18. Works with the consortium superintendents and principals to effectively administer a comprehensive and dynamic career technical program that meets the needs of the students and communities served by the consortium.