This position reports to the Deputy Superintendent and is assigned responsibilities involving the performance of all duties related to supervising all personnel and activities necessary for the proper functioning of the respective school, to include health and safety, within the provisions of school policies and as directed by the Superintendent and the Deputy Superintendent. This position is responsible for the development of strategies to meet training needs of business and industry, keeping abreast of needs, desires and wishes of the local communities and providing greater proficiency of the training and educational programs within the service area of the district.

**DUTIES & RESPONSIBILITIES**

Duties & responsibilities are not all inclusive but may include the following:

- Evaluate and recommend to the superintendent, for employment, the most qualified personnel available, and make recommendations to the superintendent regarding promotions, demotions, dismissals, and change of responsibilities of personnel.
- Responsible for taking an active part in professional organizations, as well as local and community civic activities, and encourage staff and faculty to do same.
- Maintain a current inventory of equipment and tools, to include its original cost, condition, and location.
- Keep, along with faculty and staff, informed of rules, policies, and regulations of the Board of Education and ODCTE.
- Directors shall be fully responsible for decisions made in their respective schools.
- The Director shall examine all class records, assuring that they are maintained in a proper manner. It shall be the responsibility of the Director to see that all records, as are necessary, are properly maintained and submitted in a timely manner.
- Directors are responsible for the recruitment and enrollment of students in their respective school, and will also be held responsible for assisting the Directors in other schools as needed.
- Provide proper order within buildings, facilities and on the grounds, and as may be agreed upon in consultation with the Superintendent, and is responsible for any lack of neatness and cleanliness about the school premises at all times.

Incumbents should possess knowledge of management practices; of school administration; of appropriate federal laws and regulations concerning employment practices; of the structure and functions of educational organizations and of interviewing and investigative techniques. Ability is required to plan, direct and coordinate the activities of others; to interpret, analyze and resolve administrative and personnel problems; to communicate effectively, both orally and in writing; to organize and conduct several projects simultaneously; and, to analyze complex situations and adopt an appropriate course of action. This position must also possess the ability to work well with KTC faculty and staff, attend work regularly following a designated work schedule and must be able to work extended hours and additional days/evening as required by position responsibilities.

**Education and Experience** Minimum requirements consist of a master’s degree, Secondary Principal’s Certificate and qualify for a Technology Center Administrators Credential.

**SPECIAL REQUIREMENTS:** Incumbents must be willing and able to perform all job-related travel normally associated with this position. Some light to moderate lifting may be required.

Revised/Adopted: 11/13/2008