Assistant Director

This position reports to the campus Director and is assigned responsibilities involving the performance of all duties related to the day to day operation of the respective school and its full time programs, to include health and safety, within the provisions of school policies and as directed by the campus director.

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

- Keep the campus director fully informed of the day to day operations and activities of the school to include any events that are out of the ordinary.
- Act as the campus director in the event the campus director is not available or off campus.
- 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.
- Will be required, if needed or requested, to teach in those areas for which he/she is qualified.
- 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.
- Assistant Directors shall be fully responsible for decisions made in their respective schools.
- The Assistant Director shall examine all class records, assuring that they are being maintained in proper manner. It shall be the responsibility of the Assistant Director to see that all records, as are necessary, are properly maintained and submitted in a timely manner. The Assistant Director shall report any deviation to the Director.
- The Assistant Director shall be responsible for the recruitment and enrollment of students in his/her respective school.
- Assist the campus director 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.
- Other duties as directed and/or assigned.

Incumbents should possess knowledge of management practices; of school administration; of appropriate federal laws and regulations concerning employment practices. 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