

JOB DESCRIPTION

POSITION TITLE: Assistant Director, Career Academy	JOB CODE: 621M
DIVISION: Academic/Teaching and Learning/Leadership	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Teaching and Learning/Leadership	WORK DAYS: 238
REPORTS TO: Director of Career Academy	PAY GRADE: CAD (5, 6 or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: The Assistant Director of the Career Academy assists the Director to provide effective leadership and guidance in the operations and instructional program of the Career Academy.	

REQUIREMENTS:

1.	Educational Level: Master's Degree required.
2.	Certification/License Required: Valid Georgia Educational Leadership Certification at level 5 or meets qualifications for NL-5; passing score on the GACE Georgia Ethics for Educational Leadership – Program Entry (370) Assessment (Http://gace.ets.org) or Vocational Director Certification.
3.	Experience: Minimum three years successful experience managing and/or teaching Career, Technical and Agricultural Education programs and courses preferred or (3) years successful educational experience; Leadership experience preferred.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities.
5.	Knowledge, Skills, & Abilities: Excellent project management skills as well as leadership, organizational, written, oral and interpersonal skills; computer competency; instructional strategies that connect curriculum with the learners; student management.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assumes responsibility in the absence of the Director; assists in the enforcement of local and district policies concerning student discipline and attendance.
3.	Keeps the Director apprised of activities, situations, and developments that effect the school operation.
4.	Assists in the supervision, observation, and evaluation of staff; assists with directing and improving curriculum and instruction.
5.	Assists with the in-service orientation and training of teachers including responsibility for staff administrative procedures and instructions. Assists with the organization and implementation of staff development.
6.	Maintains active chapters of the Career, Technical Student Organization programs, and supervises other extracurricular programs; assists with safeguarding the health, safety, and welfare of students.
7.	Assists with obtaining and maintaining industry certification.
8.	Supervises Career Academy registration, scheduling, student orientation, student activities, assemblies, and other activities; assists in organizing student activities.
9.	Assists with the maintenance and operations of the school facility.
10.	Assists with the administration and supervision of the total school program in accordance with applicable regulations; assists with the financial operation of the school, as needed; demonstrates consistent appropriate fiscal management of funds.
11.	Supervises the maintenance of accurate records on the progress and attendance of students; and interprets any Career Academy assessments including End of Pathway Assessments.
12.	Assists the Director with plans for educational improvement.

13.	Plans and submits to Osborne High School administration an emergency preparedness program for the Career Academy including monthly fire drills; supervises the emergency plan for the Career Academy.
14.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____