



CHARIHO REGIONAL SCHOOL DISTRICT

Job Description

Position Title	Director of Chariho Area Career and Technical Center (CHARIHOtech)
Reports To	Superintendent (or designee)
Level/Grade	9 through 12
Type of position:	<input checked="" type="checkbox"/> 12 Month <input type="checkbox"/> 10 Month <input type="checkbox"/> Contractor <input type="checkbox"/> Extra Curricular

Qualifications

Master's Degree, five years of teaching experience preferably in a Career and Technical Center and previous administrative experience.

Hold or be eligible for Middle/Secondary Principal certification.

Essential Duties and Responsibilities (*other duties may be assigned*)

- Works with teachers to implement effective standards-based and industry-aligned lessons and instructional units.
- Oversees the evaluation process for all Chariho Area Career and Technical Center faculty (or high school faculty), to include conducting classroom observations, consulting with department heads and other administrators, developing schoolwide and approving individual Student Learning Objectives, implementing improvement plans, and using the RIDE-approved evaluation system and management process.
- Facilitates the development and implementation of an effective process, to include but not limited to the use of student meetings, evening information sessions, social media, paper-based promotional materials, and videos, designed to recruit out-of-district students to the Chariho Area Career and Technical Center.
- Demonstrates an understanding of local and regional industry needs and adjusts programs accordingly, emphasizing both hard and soft skills. Understands and encourages, through all Center activities, innovation and creativity.
- Facilitates Chariho Area Career and Technical Center in-school and out-of-school meetings, including regional meetings
- Serves as a Career and Technical Center liaison for all district curriculum and professional development initiatives.
- In coordination with the Assistant Superintendent, implements professional development programs and activities for Chariho Area Career and Technical Center faculty.
- Communicates with central office administration, the school committee, teachers, parents, students, and the community on matters related to the operation of the Chariho Area Career and Technical Center.
- Works with high school administration to prepare documentation and analyze data related to internal reviews, RIDE and NEASC accreditation visits. Uses data to facilitate the implementation of improved instructional practices.
- Oversees the production of the RIDE approved career and technical program of studies and all related recruitment and informational materials.
- Oversees adult education program, including but not limited to the development of new programs.
- Works closely with high school administration in all facets of the total high school educational program, including the development of the master schedule and the implementation of the Academic Requirements for High School Graduation policy.
- Additional duties assigned by Superintendent.

- PROGRAM DEVELOPMENT
 - Meets on a regular basis with the area advisory and area coordinating committees and business, industry, and labor representatives concerning operation of the Career and Technical Center.
 - Evaluates all programs to ensure alignment with industry needs and standards.
 - Develops and seeks approval of new programs or adjustments to existing programs to meet requirements of a local, regional, national and global economy.
 - Seeks and manages competitive and formula-driven grants to support career and technical center programs.
- PROGRAM ADMINISTRATION
 - Is responsible to the Chariho superintendent for the successful operation of the Career and Technical Center.
 - Assumes responsibility for the safe care and maintenance of equipment, supplies, and other materials for shop and laboratory areas.
 - Ensures that students are trained using state-of-the-art equipment and processes.
 - Prepares the budget of the Career and Technical Center. Implements systems to comply with the District's fiscal policies.
- COORDINATION WITH PARTICIPATING SCHOOLS
 - Coordinates all activities relating to the Career and Technical Center program with the administration from participating schools.
 - Serves as a member of the area coordinating committee.
- STUDENT PERSONNEL
 - Has responsibility for the admission and placement of students into the Career and Technical Center.
 - Works with school counselors to develop enhanced understandings of the Center's programs and the success of all students attending the Center.
 - Is responsible for the establishment of a system of student program completion and higher education follow-up, including conducting exit interviews.
 - Works with High School Deans of Students to monitor student conduct, with interventions for inappropriate conduct as necessary.
- COORDINATION WITH THE STATE
 - Prepares reports for and recommends changes to the Chariho superintendent and the Rhode Island Department of Education.
- COORDINATION WITH OTHER AREA DIRECTORS
 - Cooperates with other area directors to initiate and accomplish local and statewide objectives.
 - Consults on a regular basis with other area directors to receive and exchange information.

Supervises

Career and Technical Center Staff

Skills Required

- Ability to read, analyze, and interpret general business periodicals, professional journals, test data, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- Ability to calculate figures and amounts.
- Ability to utilize current technology for communication, data analysis, and access to research and instruction.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to

communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and school committee policies.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

Education Requirements

Master's Degree

Terms of Employment

Work year, salary, and benefits established by the School Committee.

Creation Date: 2/23/07

Revised Date: 9/19/2017

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.