INDIAN CAPITAL TECHNOLOGY CENTER
DISTRICT NO. 4

JOB DESCRIPTION

POSITION: Campus Director
RESPONSIBLE TO: Assistant Superintendent

QUALIFICATIONS

EDUCATION: Masters Degree
EXPERIENCE: Minimum of five (5) years of teaching experience. Minimum of three (3) years successful experience as a campus director, principal or similar type of administrative experience in a Technology Center or K-12 public school. Supervision of vocational programs preferred
CERTIFICATION: Standard or Provisional Superintendent’s Certificate / or Secondary Principal’s Certificate and be eligible for Career Tech Administrators Certificate.

PERSONNEL
CLASSIFICATION: Certified Administrative Personnel; MA12 plus board approved factor or range; Exempt

PRIMARY FUNCTION: Serve as the Campus Instructional Leader and be responsible for the administration and supervision of all full-time, part-time, and special instructional programs, curriculum, and medial development, and student services at the campus

ESSENTIAL JOB FUNCTIONS

GENERAL ADMINISTRATION: Assists in defining short-range and long-range educational needs, establishing campus goals and objectives, and formulating plans for recommendations to the Superintendent

Keeps informed of and interprets laws, regulations, statutes, rules and policies affecting the campus and assists in upholding and enforcing the policies and procedures of the ICTC Board of Education

Assists in identifying, preparing, evaluating and disseminating, pertinent information to the Director
Prepares and submits reports and other documents as required by the ICTC Board of Education, Oklahoma Department of Career and Technology Education, State Department of Education, and the School District

Develops proposals for special funding of programs and projects

Attends all regular and special meetings of the Board of Education as required

Participates in Administrative staff meetings and other school meetings and functions as required

Conducts regular meetings with staff under his/her supervision

Participates in the team management process and supports the organizational management philosophy of the District

Coordinates the development of the long-range plans for all areas related to the instructional programs, instructional support areas, and plant operations at the campus

Coordinates the planning of new construction or modifications to existing facilities working in cooperation with the Superintendent

It is expected for employee to be on time each workday as this is essential to the employee’s job

Other jobs/tasks as described and requested by administrator.

CURRICULUM AND INSTRUCTION:

Provides leadership in the development, implementation, evaluation, and use of competency based instructional materials and methods to be used in instructional programs

Provides leadership in the planning, development, and coordination of full-time, short-term, and special vocational and technical programs

Coordinates support activities with Student Services, Instructional Services, Information Services, and other areas as necessary

Implements and monitors an instructional audit system for assessing the status of instructional programs and instructional support services for evaluations and planning purposes

Provide leadership in the planning of activities to meet the needs of students who have a deficiency in basic education or need special education services

Provide leadership in the implementation of advisory committee recommendations as appropriate

Serves as instructional leader at the campus

BUDGETING AND PURCHASING:

Responsible for preparation and administration of the campus budget
Establishes and maintains efficient procedures and effective controls for expenditures of school funds in accordance with the adopted budget and the School Code

Monitors the purchase of supplies and equipment for all instructional programs, support services, and plant operations at the campus

PERSONNEL:
Assists in the recruitment and employment of campus personnel, working cooperatively with the Superintendent

Implements procedures for evaluations of instructors to ensure compliance with state and federal laws and ICTC Board policies and procedures

Conducts an annual evaluation of all personnel directly under his/her supervision in accordance with the personnel policies and procedures of the District

Participates in annual evaluation of his/her own performance with the Superintendent

PUBLIC RELATIONS:
Assists in maintaining both within and outside the school, a program of Public Relations as may serve to promote understanding and maintain morale within the school and keep the public informed as to the activities, needs, and successes of the school

PROFESSIONAL RELATIONSHIPS:
Maintains a line of communication and works cooperatively with instructors, administration, and staff

Maintains professional competence through participation in professional and civic activities

Establishes and maintains a close working relationship with the staff at the Oklahoma Department of Career and Technology Education

OTHER:
Performs such other duties, assumes such other responsibilities, and exercises such other authority as may be required by the Superintendent or ICTC Board of Education

"Indian Capital Technology Center does not discriminate on the basis of race, color, religion, national origin, sex, gender, age, disability, marital or veteran status."

APPROVED

___________________________________________________________  ___________________________________________________________
Employee Signature                                      Date

___________________________________________________________  ___________________________________________________________
Supervisor Signature                                      Date