

CLEVELAND SCHOOL DISTRICT
POSITION DESCRIPTION

POSITION TITLE: DIRECTOR, CAREER CENTER

SUPERVISOR: SUPERINTENDENT, DEPUTY/ASSISTANT SUPERINTENDENT, OR
DESIGNEE

PAYMENT RATE: CSD PAY GRADE SCALE

QUALIFICATIONS:

1. A minimum of a AA in School Administration

ESSENTIAL FUNCTIONS:

1. Formulates and administers a comprehensive, modern program of vocational and technical education.
2. Maintains close working relationship with community and state agencies and area businesses, industries, and labor organizations, in order to provide training consistent with needs, and establishes lay advisory committees as needed.
3. Continuously appraises and evaluates the total vocational program to achieve the established goals of providing the opportunity for people to prepare for gainful employment.
4. Maintains current knowledge of all pertinent rules and regulations affecting vocational education.
5. Advises and assists in obtaining state and federal funds for vocational and technical education programs
6. Assumes responsibility for the collection, review, and submission of all forms and reports relative to vocational education to state agencies.
7. Recommends and devises, as appropriate, vocational and technical programs for postgraduate and non-graduate in the community.
8. Coordinates the gathering, selecting, and analysis of data with respect to jobs available to local high school graduates.
9. Works to identify and define local job opportunities and the role of the school in meeting these opportunities.
10. Assists and works with principals.
11. Makes recommendations for long term adjustments, changes, additions, and deletions in the vocational education program to meet changing job trends and needs.
12. Interprets the vocational education program to the parents and to the public.
13. Recommends and develops new programs and curricula in vocational education.
14. Investigates and reports on funding opportunities available for such programs.
15. Serves as liaison between the public schools and the local employment community.

16. Serves as consultant to the professional staff on matters pertaining to vocational information and on the interpretation of laws affecting vocational education.
17. Evaluates all teachers in the vocational program.
18. Maintains professional competence through participating in staff development activities on the district and state level.
19. Performs such other tasks and responsibilities as may from time to time be assigned by the superintendent or his /her designee.
20. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
21. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

TERMS OF EMPLOYMENT:

12 Months

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Mississippi Statutes and Board of Education Policy.

APPROVED: 07/2021