

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Director, Career Academy	<b>JOB CODE:</b> 620Z
<b>DIVISION:</b> Academic/Teaching and Learning/Leadership	<b>SALARY SCHEDULE:</b> Principal Annual Salary Schedule
<b>DEPARTMENT:</b> Teaching and Learning/Leadership	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Assistant Superintendent, Leadership Division	<b>PAY GRADE:</b> CM4 (5, 6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> The Director of the Career Academy provides leadership in developing and maintaining the best educational programs and services for students through the development of positive community partnerships and positive school relations. The Director provides the vision and leadership to promote high student achievement; exhibits thorough knowledge and practice of instructional leadership rules and regulations pertaining to instructional and assessment programs; and demonstrates operational and financial acumen.	

**REQUIREMENTS:**

1.	Educational Level: Master’s Degree required.
2.	Certification/License Required: Valid Georgia Educational Leadership Certification at level 5 and/or significant experience in successfully managing a large business organization.
3.	Experience: Experience managing and/or teaching Career, Technical and Agricultural Education programs and courses is preferred or ten (10) years successful management and leadership experience in business; strong knowledge of educational authorities and systems.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities.
5.	Knowledge, Skills, & Abilities: Excellent project management as well as organizational, written, oral and interpersonal skills. Must have knowledge and training related to work force and economic development.

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

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance; communicates effectively to a variety of groups, interviews and recommends applicants for employment according to federal, state and county policies and procedures.
2.	Assumes responsibility for continuous improvement of partnerships between school system, technical college, university system and business community.
3.	Manages public and private assets of the Career Academy.
4.	Establishes and maintains appropriate public relations initiatives. Coordinates marketing plans for the Career Academy with the Career Academy Assistant Director.
5.	Communicates with the Career Academy Board of Directors and Teaching and Learning Assistant Superintendent for accountability and school performance as necessary and/or appropriate.
6.	Provides leadership for the direction, supervision, and coordination of the school administrative operations, all instructional programs, and assigned personnel. Makes recommendations concerning the school’s administration and instruction to district office personnel.
7.	Attends professional meetings, conferences, and workshops to maintain professional knowledge/skills; creates networking and collaboration opportunities; maintains membership and participates in the affairs of professional societies devoted to the advancement of education.
8.	Works cooperatively in recruiting, screening, hiring, training, assigning, and evaluating Career Academy staff as defined by board policy and regulations and recommends personnel actions to the Assistant Superintendent of Teaching and Learning as necessary.

9.	Advises, assists, facilitates and actively pursues obtaining state and federal funds for the Academy's programs. Facilitates the administration of funds.
10.	Maintains cooperative working relationships with government agencies and community organizations to develop educational programs that will prepare students for the workplace. Actively participates with the local Chamber of Commerce. Interacts with local businesses and engages them as supporters of the Career Academy mission so that relationships result in financial support, internships, apprenticeships and job connections for students.
11.	Develops long-term relationships with postsecondary institutions such as Chattahoochee Technical College and other units of the Technical College System of Georgia and University System of Georgia.
12.	Leads the integration of Career Academy programs and opportunities into each high school's Program of Study through close collaboration with High School Principals.
13.	Delegates authority to the Assistant Director to assume responsibility for the school in the absence of the Director.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_