

**BIBB COUNTY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: CAREER TECHNICAL ADMINISTRATOR

CLASS: Certificated Personnel

LEVEL: Administrator

DEPARTMENT: School

SUPERVISOR: Superintendent

SERVICE TYPE: Certified

FLSA: Exempt

SALARY: BCS Salary Schedule

TERMS OF EMPLOYMENT: 12 Months

JOB GOAL:

To serve as the instructional and administrative leader of the school, to work with staff, students, and community to ensure a high quality instructional program, and to formulate and accomplish the school mission.

MINIMUM QUALIFICATIONS:

1. Master's degree in Education. Possess Alabama certification in career/technical education.
2. Administrative certification required.
3. Minimum of three (3) years in teaching and/or administrative experience. Experience in career technical courses/programs preferred, but not required.
4. Proficient with computers, Microsoft Office software and SDE programs.
5. Possess and maintain valid Alabama driver's license and BCS insurable driving record required.
6. Background clearance through FBI and ABI processes.

ESSENTIAL FUNCTIONS:

1. Regular and punctual attendance required; full compliance with BCS sick leave and personal leave policies.
2. Provide effective leadership in planning, developing, implementing, and evaluating the instruction program; implement the Alabama Course of Study and other programs as directed.
3. Interpret and enforce local, state, and federal policies, regulations, and laws.
4. Participate in the recruiting, screening, training, assigning, and evaluating of the school's professional and support staff; assist in making employment decisions regarding staff and reporting such recommendations to the superintendent.
5. Assist in securing, maintaining, and managing materials resources including textbooks.
6. Prepare and administer the school budget and manage school finances.
7. Assume responsibility for organizing the instructional program, scheduling students, general administration, extra-curricular activities, and control of the school and all activities therein.
8. Develop effective, contemporary, professional, and responsive programs to meet area economic and workforce needs.
9. Be an active participant in the system's career pathways program to support students in becoming prepared graduates.
10. Work with appropriate state agencies for approval and financial support of career/technical

- programs.
11. Provide leadership in assuring that the facilities, equipment, and supplies for all career and technical education programs meet industry standards through annual evaluations and long-range planning.
 12. Observe teaching and operational practices in the career/technical classroom/labs.
 13. Maintain an active system-wide advisory committee and assure its active role in the overall guidance of the career and technical programs of the school system.
 14. Maintain an active relationship with the regional workforce development council.
 15. Ensure that students receive the most appropriate placement and services.
 16. Exhibit active personal professional growth and demonstrate professional ethics.
 17. Plan and provide professional growth opportunities for staff at the local school level.
 18. Organize and provide a safe and orderly environment that facilitates teaching and learning.
 19. Plan faculty meetings and in-service meetings requiring all teachers to attend; implement and disseminate promptly policy and administrative regulations to faculty and staff.
 20. Communicate and clarify the school's mission to staff, students, and community.
 21. Provide a climate of high expectation for staff and students.
 22. Develop such administrative procedures as needed to insure efficient operation of the school.
 23. Provide and implement an assessment program as required by SDE and BCS; utilize results to determine individual student academic needs; plan strategies to remediate deficiencies; enrich the curriculum as directed.
 24. Develop and implement a public relations program within the framework of Board policies.
 25. Maintain standards of student discipline designed to command the respect of students and parents and to minimize school and classroom interruptions.
 26. Be on call to provide proper building security and building maintenance, and to handle emergency situations; supervise the security and maintenance program of the school.
 27. Assume responsibility for the care, safekeeping, and inventory of the school buildings, grounds, furnishings, equipment, supplies and other property.
 28. Keep accurate school records; file reports, forms, and other documents as required in a timely manner.
 29. Drive vehicles to accomplish assigned work tasks; promptly report loss of credentials to operate vehicles.

OTHER JOB RESPONSIBILITIES:

Assume other reasonable and equitable job-related duties as assigned by the supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work assigned hours and additional hours as required.
2. Ability to plan budgets for the school; ability to manage fiscal resources.
3. Comprehensive knowledge of current curriculum and instructional practices for the assigned grades.
4. Ability to plan and supervise effective staff development programs.
5. Basic computer and technology skills; ability to use Microsoft Office software and other software programs utilized by the school.
6. Basic knowledge of federal, state and local programs operational in the school.
7. Ability to plan and supervise the work of others; ability to plan and conduct faculty meetings.
8. Skill in administering the Educate Alabama evaluation program for certified personnel and other evaluation tools as required.
9. Skill in maintaining effective student discipline.