

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: **DIRECTOR OF VOCATIONAL EDUCATION**
REPORTS TO: Joint Operating Committee (JOC)
SUPERVISES: All Administrative and Supervisory Personnel of the Erie County Technical School (ECTS)
REVISION DATE: 2/21

REQUIREMENTS: Director of Vocational Education Certificate, must have or be willing to get Act 34/151 Clearances.

TALENTS: This position requires the employee to possess a drive to provide a future vision for the school, a drive to be of service to others and promote a service mentality by leadership and modeling, and the ability to play out alternative scenarios in the future. In addition, this employee must be able to take charge, exhibit decisiveness, and have the ability to capitalize on relationships when necessary to accomplish tasks. The employee will also have an ability to identify feelings and perspectives of others and build feelings of mutual support.

JOB STATEMENT: To provide leadership in developing and maintaining the best possible educational programs and services.

PERFORMANCE RESPONSIBILITIES:

1. Attends and participates in all meetings of the ECTS JOC and its committees, except when own employment or salary is under consideration.
2. Advises the JOC on the need for new and/or revised policies and sees that all policies of the JOC are implemented.
3. Oversees the annual operating budget preparations and implements the approved budget.
4. Prepares and submits to the JOC recommendations relative to matters requiring JOC action, placing before the JOC such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
5. Oversees the implementation and revision of the Priority Action Plan.
6. Conducts administrative evaluations and staff evaluations on an as needed basis.
7. Informs and advises the ECTS JOC regarding the programs, practices, and problems related to the school, and keeps the JOC informed of the activities operating under the JOC's authority.
8. Secures and nominates for employment the best qualified and most competent teachers and supervisory and administrative personnel.
9. Assigns and transfers employees as the interest of the school may dictate and reports such action to the JOC for information and record.
10. Reports to the JOC the case of any employee whose service is unsatisfactory and recommends appropriate action.
11. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the school.
12. Keeps the public informed about modern educational practices, educational trends, and the policies, practices, and concerns at ECTS.
13. Delegates at own discretion the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Director of final responsibility for the action taken under such delegation.

14. Keeps informed of modern vocational educational practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the JOC informed of trends in vocational education.
15. Studies and revises, together with the staff, all curriculum guides and courses of study, on a continuing basis.
16. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the school.
17. Recommends to the JOC for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.
18. Submits to the JOC a clear and detailed explanation of any proposed procedure that deviate from established policy.
19. Submits to the JOC clear explanation of any proposed expenditures and/or substantial sums.
20. Maintains adequate records for the school, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records. Acts as custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the JOC.
21. Provides suitable instructions and regulations to govern the use and care of properties for school purposes.
22. Performs such other tasks as may from time to time be assigned by the JOC.

TERMS OF EMPLOYMENT:

Twelve (12) months a year, 228 Days. Salary to be arranged with the ECTS JOC.

I have reviewed the above job description and analysis and understand the requirements of the position
_____ (Initials).

Employee

Date

ECTS is an equal opportunity educational institution and does not discriminate in its educational programs, services, activities or employment practices, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related conditions), sexual orientation, gender identity or expression, national origin, genetic information, disability, age, veteran status, or any other legally protected class, as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1974, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act, and/or any other applicable Pennsylvania or federal law.

3/98
11/06