

PLEASE POST

PLEASE POST

PERSONNEL VACANCY NOTICE

GARY COMMUNITY SCHOOL CORPORATION

1988 Polk Street
Gary, IN 46407

M. Jones-Henderson, Executive Director
Human Resources Department

Dr. Peter Morikis, Emergency Manager

Job Title: Director of Gary Area Career Center
Department: Career, Technical and Adult Education
Reports To: Emergency Manager
FLSA Status: Exempt
Job Status: Full-time, Certified
Funding Source: General Fund

PURPOSE STATEMENT

Supervise staff and manage curriculum for career and technical education and adult career and technical education programs; increase enrollment improve and expand relationships with local business partners. Promote career and technical education throughout the district at all levels and administer the implementation, maintenance and improvement of instruction in all programs of career and technical education. Complete regular reports on Perkins and state expenditures, and submit all reports to the Emergency Manager and the Indiana Department of Education.

ESSENTIAL FUNCTIONS

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

Writes and maintains the Perkins Grant annually. Manages these funds as required by the Indiana Department of Education. Submits reimbursements via the Emergency Manager in timely manner, well in advance of deadlines.

- Administers and coordinates all phases of area career and technical education programs and provides leadership and coordination for the pre-career and technical programs.
- Provides for the needs of area career and technical programs in the areas of curriculum, supplies, and equipment and facilities.
- Supervises and coordinates applicable surveys, in-service workshops and curriculum development, organizes and processes all required records and reports.
- Reviews and evaluates ongoing GACC programs for the purpose of upgrading and improving quality.
- Develops and maintains operational liaison with business and industry within the employment community.
- Ensures that all School Board Policies and Administrative Regulations are properly observed.

- Establishes and maintains the occupational area advisory committee on the regular basis.
- Selects and evaluates professional and non-professional staff members.
- Coordinates the co-curricular GACC club programs and ensures proper supervision of these programs.
- Schedules building and facilities usage for school and non-school activities.
- Establishes procedures for maintaining appropriate liaison with post-secondary schools, businesses and organizations to assist students with employment and further education training.
- Maintains regular attendance and punctuality
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective working environment

SUPERVISORY RESPONSIBILITIES

Supervise all career center and adult education staff

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Developing and managing all budgets, fiscal and accounting functions as necessary for the career and technical education programs.
- Federal and State regulations and funding related to Career and Technical Education.
- Perkins fund management

Skill in:

- Technology
- Community relations
- Partnership building
- Management of staff.

Ability to:

- Develop and maintain standards of instruction and provide for the improvement of quality in instructional methods through supervision.
- Foster good public relations and effective communication with students, staff, parents and the business/industrial community.

EDUCATION AND EXPERIENCE

Masters degree with five (5) years of experience as a career and technical education teacher. Minimum of 3-5 years experience as a building administrator is required. Effective verbal and written communication skills. Ability to establish and maintain effective working relationships with employees, outside agencies, and the public. Experience in an urban setting preferred.

CERTIFICATION

- CTE Teaching
- Building Level Administrator K-12

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Specific vision abilities required by this job include the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Testing

Drug Test
Physical Examination

Certificates & Licenses

See Above

Continuing Education/Training

See Above

Clearances

Criminal Background Check

METHOD OF APPLICATION:

An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted until filled to:

Gary Community School Corporation
Click on "Employment"
www.garycsc.k12.in.us
1988 Polk Street
Gary, IN 46407

EQUAL OPPORTUNITY EMPLOYER