POSITION DESCRIPTION
CTE Principal/Director of Instructional Programs

POSITION TITLE: CTE Principal/Director of Instructional Programs

DEPARTMENT: Administrative Team

CLASSIFICATION: Administrative Staff

REPORTS TO: Administrative Director

LICENSES/CERTIFICATIONS: Supervisor of Career and Technical Education or Principal Certification required; Career and Technical Administrative Director Certification preferred.

QUALIFICATIONS:
A. Minimum of three years demonstrated administrative experience and proficiency in career and technical education preferred.
B. Minimum of five years teaching experience.
C. Excellent organization and interpersonal skills.
D. Strong verbal/written communication skills.
E. Outstanding instructional pedagogy.

POSITION GOAL: The CTE Principal/Director of Instructional Programs is to assist the Administrative Director in the supervision of the day-to-day educational program of the school, its students, and instructional staff. The CTE Principal/Director of Instructional Programs maintains a close relationship with the Administrative Director to assure that the programs and policies of the Joint School Committee are carried out in an effective and uniform manner.

PERFORMANCE RESPONSIBILITIES: The essential functions of this position include, but are not limited to the following fundamental duties:

I. Planning
   i. Assist in the establishment of activities, practices and procedures relevant to the objectives of the school.
   ii. Provide feedback in support of the on-going development of the school’s website and social media presence.
   iii. Assist, as needed, in the development and implementation of new programs, special projects and State Reports.
   iv. Develop, coordinate, and communicate daily schedules with sponsoring district staff and RMCTC staff.
   v. Oversee the update to RMCTC’s Student Handbook and Professional Handbook.
   vi. Assist the Administrative Director in administering community surveys to determine instructional program viability.
II. Controlling
   i. Oversee activities of the Dean of Students specific to the discipline of students in accordance with PDE requirements and JSC approved policies.
   ii. Coordinate the purchasing of instructional equipment, materials and supplies for CTE programs.
   iii. Assume responsibility for the submission of the school’s PDE Safety Report under the requirements of Act 26.
   iv. Oversee CTSO Advisors, activities, and budgets

III. Educational
   i. Observe and evaluate the performance of all instructional staff.
   ii. Provide for the evaluation and self-improvement of teachers through classroom visits, written reports and follow-up helping conferences.
   iii. Coordinate the assignment of the instructional coaches to assist with teacher improvement as warranted.
   iv. Identify opportunities for connecting teachers with resources to improve classroom effectiveness in support of student achievement.
   v. Oversee an effective off campus work and community-based program of learning, which consists of assisting teachers in the planning and organization of such activities.
   vi. Assist in the development and establishment of a Professional Development program for teachers and staff in conjunction with the school’s Comprehensive Plan.
   vii. Assist in the oversight of the school’s effort to improve attendance, discipline, and student outcomes.

IV. School Safety
   i. Oversee the regular meetings and activities of the Center’s Safety Committee.
   ii. Supervise the development and updating of a school-wide Emergency Plan in consultation with PDE and local emergency responders.
   iii. Establish and operate an effective safety program to include the scheduling and facilitation of a variety of safety drills for staff and students.
   iv. Review all accident reports and investigate when necessary.
V. General
   i. Attend meetings, conferences and workshops to keep abreast of current trends in CTE.
   ii. Assume any other responsibilities assigned by the Administrative Director.

POSITION SPECIFICATIONS: See attachment

TERM OF EMPLOYMENT: Full-time, 12-month position

SALARY: Salary set by the Joint School Committee in accordance with the Act 93 Agreement.

EVALUATION: Performance in this position will be evaluated in accordance with provisions of the Board’s Policy on Evaluation of Personnel.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the Reading Muhlenberg CTC Human Resources contact person of any and all reasonable accommodations that will be required.