



## Assistant Director – Northland Career Center

**FLSA Status:**

Exempt, Administrative

**Qualifications:**

Master's degree or higher in Educational Administration or related field

**Certification and Licenses:**

Valid Missouri certificate with Career Education Director Endorsement

**Clearances:**

Criminal Justice  
Fingerprint/Background  
Clearance

**Salary Schedule:**

Administrative

**Experience:**

Five years of experience in teaching, administration, and/or supervision in Career Education  
Prior Career Education administrative experience preferred  
Effective communication skills  
Effective team-building skills

**Reports to**

Northland Career Center Director  
Assistant Superintendent – Academic Services as needed

**Terms of Employment**

11 months, 8 hours per day, with benefits according to Board policy.

**Purpose Statement**

Assists the Director on accountability for the educational, administrative, and supervisory functions of the school. Develops, supervises and administers all Adult and Community Education programs.

**Essential Job Functions**

- Assists in general supervision of building and grounds for safety and welfare of students and staff; supervises student parking permits and parking lots.
- Assists with the assignment, supervision and evaluation of substitute teachers, teachers, and classified staff.
- Assists the Director in fostering communication between stakeholders and implementing strategies to improve instruction.
- Shares with the Director the responsibility for administering the district's discipline and attendance policies through accepted building procedures.
- Promotes and ensures a high level of student attendance through the development, dissemination, and tracking of attendance probationary agreements.
- Responsible for the effective operation of the student information system and the training of teachers and staff in its implementation.
- Responsible for managing NCC's safety plan and executing all drills and activities.
- Responsible for coordinating NCC's staff and student processes and maintaining an effective system for implementation.
- Responsible for working with Director to coordinate NCC's data and results and co-presenting to stakeholders.
- Responsible for communicating with sending school administration individually or globally regarding matters to students, scheduling, etc.
- Responsible for the successful management/operation of the school, students, and staff to allow Director to work with external stakeholders.

- Provides leadership for maintaining an effective school climate.
- Attends meetings in and out of district as required.
- Abides by Missouri statutes, and school board and administrations' policies and regulations
- Ability to work to implement the vision and mission of the district.

### **Other Job Functions**

- Exhibits dependability and punctuality in assigned duties; has consistent and regular attendance.
- Adheres to good safety practices
- Takes all reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by law and district policy.
- Develops and follows a plan of self-improvement which promotes both personal and organizational goals.
- Shares professional growth activities with staff to improve educational program and better meet district goals and expectations.
- Demonstrates professionalism and appropriate judgment in behavior, speech, dress, and manner for the work setting.
- Demonstrates effective human relations and communication skills
- Reads, analyzes, and interprets professional journals, state data, state standards, Board policy, administrative procedures and forms, and governmental regulation and guidance.
- Maintains strict confidentiality.
- Cooperates with, assists and supports other administrators in the analysis and solution of their administrative problems when appropriate.
- Supports district/school decisions in a positive manner with the public, other staff, etc.
- Performs all other duties as required or assigned.

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include; communication, leadership, work independently, persuasiveness, implementation, etc.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: diverse cultures and communities.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate.

### **Physical Demands**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stopping, kneeling, crouching and/or crawling and significant fine finger dexterity. Generally the job required 30% sitting, 35% walking, and 35% standing.

### **Conditions and Environment**

The work environment is consistent with a typical office environment; however the individual who holds this position will occasionally be outside in temperatures below freezing and above 100 degrees. The individual who holds this position is frequently required to work irregular or extended hours.