**Director Career and Technology and District Operations**

**Reports To:** Superintendent

**Dept/Campus:** Central Office

**Wage/Hour Status:** Exempt

**PRIMARY PURPOSE:**

The Director develops, coordinates, and evaluates career and technical education (CTE) and related credit programs. Direct and manage the district’s maintenance operations. Maintain physical school plant in a condition of operating excellence so that full educational use may be made at all times. Oversee and manage construction projects. Oversee food service operations in providing food of high nutritional quality in an atmosphere of cleanliness, cheerfulness, and personal caring atmosphere.

**QUALIFICATIONS:**

**Education/Certification:**

Bachelor’s degree required

Master’s degree in educational administration or curriculum and instruction preferred

Certified appraiser in PDAS

**Special Knowledge/Skills:**

Knowledge of basic principles of construction and school plant operations

Ability to manage budget and personnel

Ability to coordinate district function

Ability to interpret policy, procedures, and data

Ability to read blueprints and schematics

Strong organizational, communication, and interpersonal skills

Proficient understanding of curriculum and instruction

Ability to evaluate instructional program and teaching effectiveness

Knowledge of methods, materials, equipment, and appliances used in food preparation

Knowledge of federal and state laws regarding food preparation and service

Knowledge of Child Nutrition Program regulations

**Experience:**

Three years of supervisory experience in maintenance operations

Three years of experience in maintaining a large plant or building

**MAJOR RESPONSIBILITIES AND DUTIES:**

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|  | Ensure the development and maintenance of written departmental procedures for construction, maintenance and repair of all district buildings and equipment. |
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|  | Prepare plans and specifications for construction, contracted repair work and site improvement for submission to purchasing department for bids. |
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|  | Implement federal and state law, State Board of Education rule, and local board policy in maintenance area. |
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|  | Ensure that reports, records, and other documents required in maintenance and food service area. |
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|  | Administer maintenance budget and ensure that programs are cost-effective and funds are managed prudently. |
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|  | Plan and direct inventory and stock control program for equipment and supplies. |
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|  | Recommend disposal of obsolete equipment and purchase replacement equipment when necessary. |
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|  | Evaluate job performance of employees to ensure effectiveness. |
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|  | Maintain safety standards in conformance with federal, state, and insurance regulations and develop a program of preventive safety. |
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|  | Ensure that equipment is maintained in operating and optimum condition. |
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|  | Attend professional growth activities to keep abreast of innovative techniques in maintenance operations. |
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|  | Standardize personnel policies, levels of sanitation, health, and safety. |
|  | Maintain maintenance history of capital equipment. |
|  | Participate in preparation of specification and bid conditions for food, paper, cleaning and equipment used in foodservice. |
|  | Evaluate bid item compliance with specifications. |
|  | Participate in foodservice activities that support the image to the community. |
|  | Comply with professional code of ethics and conduct. |
|  | Lead and administer all aspects of CTE curricular offerings including program development, implementation, evaluation, and modification of all CTE programs; secure program approval at the college and state level; and ensure curricular compliance with institutional, state, and federal guidelines. |
|  | Develop effective, contemporary, professional, and responsive programs to meet area economic and workforce needs. |
|  | Develop and supervise off-site programs for Professional Skills Training, ECE and Education practicum, and cooperative education work sites. This includes establishing work sites, contracts, setting program goals and assessment criteria, supervising student work and skill attainment, and managing work site relationships. |
|  | Promote program growth by implementing strategies which maximize student recruitment and retention. |
|  | Develop recommended budget for areas of responsibility and monitor allocation of resources. |
|  | Develop and coordinate Perkins grants with the regional high schools. Prepare and submit required grant applications and reports. |
|  | Maintain communications through administrative channels to and from program faculty. |
|  | Plan, coordinate and conduct appropriate meetings for area of responsibility. |
|  | Serve as an effective member to appointed college councils or committees. |
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**WORKING CONDITIONS:**

**Mental Demands/Physical Demands/Environmental Factors:**

Frequent district-wide travel; occasional prolonged and irregular hours; work indoors and outdoors to conduct on-site inspections of all maintenance facilities and construction projects.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date