

**NORTHWEST TECHNOLOGY CENTER**  
**JOB DESCRIPTION**  
**Revised 1/2018**

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<b>JOB TITLE:</b>	Assistant Superintendent/Site Director – Alva/Fairview Campus
<b>JOB SUMMARY:</b>	Supervise all campus staff and administer/supervise/develop all campus programs including full-time career programs, part-time adult training programs, and business and industry training on the Alva and/or Fairview Campus.
<b>QUALIFICATIONS:</b>	
<b>Education:</b>	Master's Degree in related area required.
<b>Experience:</b>	Administrative experience in a public school or in a career technology center preferred.
<b>Certification:</b>	Oklahoma State Department of Education <i>Superintendent Certificate</i> required; must be able to qualify for the Oklahoma Department of Career and Technical Education, <i>Career Tech School Administrator's Credential</i> .
<b>Dependability:</b>	Regular attendance following a designated work schedule. Must be able to work extended hours and additional days/evenings as required by position responsibilities.
<b>Skills Required:</b>	Administrative and organizational skills. Excellent interpersonal skills. Ability to interpret and implement regulations and laws as they pertain to the operation of the school.
<b>Physical Requirements:</b>	Must be able to travel and to participate in meetings/conferences to conduct school business. Must also be able to travel and participate in local, state, and national meetings. Requires lifting, handling, and carrying of such articles as books, manuals, files and related items.
<b>Mental/Emotional Requirements:</b>	Ability to read and comprehend varied and extensive written documents, regulations, and reference material. Ability to meet and confer with individuals and groups concerning a variety of subjects including confidential student and/or personnel matters. Moderate to extreme emotional effort required. Must meet frequent deadlines which require concentrated effort. Must work on a variety of projects at the same time. Must deal with major issues and problems which can create high stress.

**ESSENTIAL JOB FUNCTIONS:**

1. Supervise all certified full-time instructional staff, professional non-certified staff, and support staff.
2. Provide leadership in the development and improvement of full-time career option programs, adult training programs, and business and industry training.
3. Evaluate certified and non-certified personnel.
4. Responsible for maintaining physical facilities.
5. Assist in preparing and administering the campus budget and supervising all campus purchases.
6. Maintain public relations with area high schools.
7. Supervise recruitment, counseling, and enrollment of full-time and short-term students.
8. Assist Adult Training and Development Director with evening adult programs, including supervision of instructors, scheduling of classes, recruitment of students, development of brochures, and advertisement.
9. Develop and maintain contact with community businesses for the purpose of advisory recommendations.
10. Responsible for the development of curriculum for all programs.
11. Responsible for the daily operation of full-time technical programs including supervision of students, enforcement of student discipline policy and attendance regulation.
12. Serve as the Equal Opportunity Compliance Coordinator (ADA, Section 504, Title VI, Title IX, IDEA, Perkins Act).
13. Prepare and submit reports and other documents as needed/required by the Superintendent, Board of Education, and/or the Oklahoma Department of Career and Technology Education.

**OTHER JOB FUNCTIONS:**

1. Perform all duties as assigned by the Superintendent and carry out the policies and procedures of the school district.
2. Maintain and improve professional competence through participation in professional activities.
3. Participate in an annual evaluation of performance with the Superintendent.
4. Maintain a line of communication and work cooperatively with instructors, staff, students and other administration
5. Develop and maintain contacts with community businesses for the purpose of advisory recommendations.
6. Develop and maintain contacts with sending schools, patrons, parents, and community/county/state agencies for the purpose of providing relevant services that meet the needs of students.

**RESPONSIBLE TO:** Superintendent

**PERSONNEL  
CLASSIFICATION:**

Executive Certified  
FSLA Exempt