

## **Gratiot-Isabella RESD Position Description**

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<b>Position Title:</b>	Regional Career Technical Education Administrator
<b>Department:</b>	Career Technical Education
<b>Reports To:</b>	Superintendent
<b>Date:</b>	7-1-06

**SUMMARY:** To use leadership, supervisory and administrative skills to provide direction to Career Technical Education (CTE) programs and services within the Gratiot-Isabella RESD and among and between surrounding regional education agencies within the Central Area Partnership Workforce Development Board area and the Michigan Department of Career Development.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Effectively communicates and makes recommendations to the Superintendent and GIRESD Board of Education
- Works as an effective team member with RESD Associate Superintendents
- Effectively communicates between GIRESD Board, partners, customers and the public at large
- Develops budget recommendations and in cooperation with the Administrative Assistant for Business Affairs, provides expenditure control on budget for CTE services
- Provides program oversight for all CTE administration, staff and support staff that provide CTE services, including state required regional CTE services
- Provides regional oversight of the Central Area Partnership Consortium (CAPC) Career Preparation system including fiscal oversight for the CAPC region
- Provides leadership for GIRESD/LEA Career Preparation implementation
- Provides oversight for the Gratiot Technical Education Center (GTEC) including building usage, training offerings and general operation in cooperation with the GTEC Advisory Board
- Provides oversight and direction for GIRESD case managers and employment and training programs operated by GIRESD, including all those funded by the local Workforce Development Board and the Michigan Department of Career Development
- Provides GIRESD regional coordination and oversight of federal Tech Prep and Carl Perkins Vocational education funding
- Assures and maintains a high degree of customer satisfaction

### **SUPERVISORY RESPONSIBILITIES:**

Directly supervises a total of thirty six to forty (36-40) CTE employees. Is responsible for the overall leadership, direction, coordination, and evaluation of this unit, both

administrative and non administrative. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include helping interview, hire and train employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS:** 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.

**EDUCATION and/or EXPERIENCE:**

Masters degree and certification as a Vocational Director in the State of Michigan. Demonstrated administrative experience in a complex organization and a demonstrated knowledge and familiarity with vocational/career education programming and workforce development.

**LANGUAGE SKILLS:**

Ability to read, analyze and interpret general business periodicals, professional and technical journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**OTHER SKILLS AND ABILITIES:**

Must be able to transport between partner and customer locations in various counties, cities and districts. Ability to apply knowledge of current research and theory in the career technical and employment fields. Ability to establish and maintain effective working relationships with GI-RESD personnel, program partners, present and future customers, and the public at large. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all GIRESD requirements and policies.

*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.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The position requires meeting deadlines with severe time constraints, interacting with the public and

staff, irregular or extended work hours. The employee is responsible for safety, well-being, and work output of others. Must be able to meet demands from several people.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those and employee encounters -while performing the essential functions of this job.*

The noise level in the work environment is usually quiet. The noise level in this position varies. When visiting a building of a partner or customer the noise level may be loud, in the office quiet and at meetings moderate.

*The information contained in this job description is in compliance -with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties per formed for this position.*

*Additional duties may be assigned.*

Annual Salary = \$93,217.00

Expense Account = \$0.00

Reimbursed Expenses = \$0.00

Supplemental Compensation = \$218.00