



## **DIRECTOR, ADVANCED TECHNOLOGY CENTER**

### **GENERAL RESPONSIBILITIES**

The position is responsible for providing the administration, leadership, and supervision of the Advanced Technology Center (“the Center”) and its instructional, non-instructional, and extra-curricular programs.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Develop and maintain effective educational programs consistent with State and Federal guidelines as well as the philosophy, policies, regulations and strategic plan of the School Board.
- Meet, confer, and communicate with students, parents, faculty, staff, and collaborate with business/community leaders to ensure curricula alignment with community needs and industry standards.
- Initiate, design, and implement programs to meet the specific needs of the Center.
- Direct and monitor the development of the Center’s innovative instructional program.
- Collaborate with principals and secondary school guidance staff in the co-enrollment of students.
- Schedule classes within established guidelines to meet student needs.
- Ensure that the Center’s programs are aligned with Standards of Learning’s (SOL), and exemplary standards criteria.
- Establish and maintain an effective learning climate in the school.
- Ensure the efficient administration of industry assessments, with results recorded and reported as needed.
- Prepare and/or supervise the preparation of reports, and aggregates and disaggregates data upon request.
- Work closely with the Office of Technical Career Education to ensure the development of 21<sup>st</sup> century skills with all students.
- Plan and provide for the safe and efficient conduct of school instruction and business.
- Establish a professional learning culture through a solid foundation of shared mission, vision, values and goals.
- Maintain high standards of student conduct and enforce discipline as necessary in accordance with School Board policy and the due process rights of students.
- Maintain accurate records and files (student attendance, progress, achievement, etc.).
- Plan, organize, and direct implementation of all school activities.
- Coordinate with the Department of Transportation to ensure the safe and efficient transport of students to and from the Center and off site programs.
- Prepare the Center’s operating budget and monitor all financial accounts and expenditures.
- Supervise, evaluate, counsel and participate in the selection of all professional, paraprofessional, administrative, instructional, guidance and non-professional personnel assigned to the Center.
- Coordinate the planning and implementation of staff development for the Center and staff.
- Coordinate and work with central administrative staff on school and division-wide issues.
- Collaborate with local industries in order to provide training consistent with the needs of economic development and the general advisory council for technical & career education.



- Serve as an ad-hoc non-voting member of the ATC Operations Board and as a liaison to the Provost, Tidewater Community College.
- Supervise and coordinate the daily use of Virginia Beach City Public School facilities at the Center for both academic and non-academic purposes.
- Attend informational meetings, recognition ceremonies, staff development seminars, and other related functions, meetings, and activities.
- Perform other related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the practices, methods and techniques used in the administration and supervision of all programs at the Center; skill in oral and written communications; ability to motivate others to reach their fullest potential; ability to provide leadership, development, and coordination of technology programs and curriculum; ability to work collaboratively with ATC and central office personnel in the training, supervision, and evaluation of teachers; ability to establish and maintain effective working relationships with school officials, parents, students, teachers, support staff and associates; ability to maintain close working relationships with the community, state agencies and local, state, and national businesses; ability to interface with all other departments to coordinate reciprocal services for achieving ATC and division goals. Demonstrates the ability to be creative, forward looking, and knowledgeable of trends in technical & career education, industry standards, technology applications, and continuous improvement principles.

**EDUCATION AND EXPERIENCE**

Master's Degree in education administration and certification in Administration and Supervision PreK-12 required. A minimum of three years teaching experience as a teacher and administrator working with technical and career education required.

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license

FLSA status: Exempt	Description: Rev. 1/13
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