



## **ASSISTANT DIRECTOR, ADVANCED TECHNOLOGY CENTER**

### **GENERAL RESPONSIBILITIES**

Assist the school director in the leadership, development, coordination, management, and supervision of the Advanced Technology Center's programs; develop collaborative relationships with teachers, principals, and counselors throughout the school division.

### **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.)

- Coordinate partnership agreements with industry and maintain contact with industry representatives.
- Attend industry networking events to aid in the development of industry contacts.
- Act as a liaison with the business community to determine employer needs.
- Develop programs and/or courses to address the community's business needs.
- Prepare, edit, and distribute marketing literature pertaining to the programs offered at the Advanced Technology Center.
- Collaborate with the Department of Media and Communications and the Media Liaison to develop articles or provide information for school publications.
- Work in partnership with local radio and television stations to market the programs of ATC and to recruit students.
- Collaborate with the Director in the development, organization, and marketing of all ATC programs.
- Organize open house presentations and plan counselor breakfasts for the middle and high school level.
- Perform other related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Ability to maintain close working relationships with community, state agencies and local, state, and national businesses and works with local industries in order to provide training consistent with needs of economic development and general advisory council; ability to provide leadership, development, and coordination of Advanced Technology programs; ability to work in a supportive, collaborative role with the principals; creative, forward looking, and knowledgeable of continuous improvement principles; strong networking skills.



## **EDUCATION AND EXPERIENCE**

Master's Degree. Postgraduate Professional license; Educational Specialist Degree (Ed. S.) or Certificate of Advanced Study (C.A.S.) preferred; endorsements in administration and supervision. Significant experience as a teacher and administrator working with technical and career education.

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. 6/05
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