

**JOB DESCRIPTION  
FOR  
ASSISTANT DIRECTOR  
OF THE  
PIONEER CAREER AND TECHNOLOGY CENTER**

In compliance with HB 769 and ORC Section 3319.02

The Assistant Director of the Pioneer Career and Technology Center shall possess at least a Master's Degree with experience in Educational Administration and hold a valid Ohio High School Director's certificate/license and/or a valid Ohio High School Principal's certificate/license.

The Assistant Director shall serve with the Adult Education Site Coordinator, and the Director of Operations in directing the administrative function of Pioneer. He/She shall be directly responsible to the Director of Operations and shall perform jointly and independently those tasks assigned to him/her. He/She shall work with the other Pioneer administrators to assure a positive businesslike and harmonious learning environment.

**GENERAL AREAS OF RESPONSIBILITY**

**I. Administrative Operation of the School.**

- A. Enforce Board of Education-adopted policies for students and staff
- B. Responsible for the preparation of the Student Handbook
- C. Maintain an atmosphere conducive to student welfare and safety
- D. Administer discipline in accordance with Board-adopted policy
- E. Administer the Board-adopted attendance policy
- F. Enforce student driving regulations and vehicle registration
- G. Coordinate with Student Services Department student orientation activities
- H. Schedule busses or vans for field trips
- I. Schedule day school arena activities
- J. Supervise the publication of the yearbook and other student publication (online or hardcopy)
- K. Organize the distribution of and order the career/technical certificates
- L. Organize the distribution of and preparation of the Career Passport
- M. Supervise and evaluate assigned personnel, instructors, attendance

## **Secretary**

**N.** Assist instructors in preparing and administering the uniform supply and educational supply accounts

**II.** Coordination of Curricular and Extracurricular Activities with the Associate Schools.

**A.** Meet on a regular basis with the partner school principals to maintain the cohesiveness necessary for the successful experiences of our students

**B.** Responsible for communications with the partner schools

**III.** Meet on a regular basis with the Director of Operations to discuss and evaluate the operation of the school

**IV.** To be on the premises during time of emergency or need as deemed necessary by the Superintendent and/or Director of Operations

**V.** Perform other duties as assigned by the Superintendent and/or Director of Operations and/or his/her designee