

**PLEASE POST**

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**ANDERSON SCHOOL DISTRICT FIVE**

**VACANCY ANNOUNCEMENT**

**POSITION:** Executive Director Multi District Career Center – District’s 3, 4, and 5

**LOCATION:** Anderson Institute of Technology

**POSTING DATE** January 11, 2017

**\*DEADLINE DATE FOR APPLICATION:** Open Until Filled

**SALARY RANGE:** Salary is Negotiable based on Qualifications and Experience

**LENGTH OF SERVICE:** 240 Days

**QUALIFICATIONS:** See Attached

**MAJOR RESPONSIBILITIES:** See Attached

**APPLICATIONS TO:** Anderson School District Five  
Department of Human Resources  
**Attention:** Mike Mahaffey  
Assistant Superintendent for Human Resources  
400 Pearman Dairy Road  
P. O. Box 439  
Anderson, SC 29625

\*This deadline is for the convenience of the District. The District reserves the right at any time to extend the deadline date without notice and without final consideration of any pending application.

Anderson School Districts Three, Four, and Five do not discriminate in admissions or access to its education programs, nor in the treatment of its applicants for employment, nor in any of its programs and activities, nor does it use any other unlawful criteria such as age, race, sex, disability, religion or national origin, in its dealings with employees, students or the general public.

**EQUAL OPPORTUNITY EMPLOYER**

# ANDERSON SCHOOL DISTRICTS THREE, FOUR, AND FIVE

## OFFICE OF HUMAN RESOURCES

### CAREER AND TECHNOLOGIES

**POSITION** TITLE: Executive Director (Multi District Career Center)

**OVERVIEW** STATUS/FLSA: Full-time / Exempt

PAY SCHEDULE/GROUP: \_\_\_\_\_/Dependent on experience

DIRECT REPORTS: Full-time: ( x ) All staff assigned to the Career Center

SUPERVISOR: Superintendents (Anderson Three, Four, and Five)

TERMS OF EMPLOYMENT: \_\_\_\_\_. Salary determined by schedule set by the Board.

EVALUATION: Evaluated annually by the Superintendents.

**JOB GOAL** To inspire, guide, and supervise staff at Anderson Institute of Technology (AIT), while developing, achieving, and maintaining high quality educational and occupational opportunities for each student enrolled at AIT.

#### ESSENTIAL DUTIES

1. Develops, implements, and manages the annual CATE Local Plan for AIT, the forty (40) South Carolina Department of Education (SDE) Assurances, and other mandates required by the SDE for local, state and federal funding.
2. Prepares and monitors the AIT budgets – local, state and federal monies.
3. Maintains a current inventory of facility, equipment, tools, supplies and books, takes precautions to protect and maintain facilities, equipment and materials, and submits work orders as needed.
4. Collaborates with industry leaders, community members and educators to develop and maintain a viable program of studies to meet community needs.
5. Plans a program of study that meets industry expectations with workforce development and national credentials, and the individual needs of students with purposeful programs that meet South Carolina established curriculum standards.
6. Conducts annual needs assessments to evaluate center and program effectiveness, and communicates finding to all stakeholders.

7. Organizes and coordinates a center advisory committee with regular meetings.
8. Creates partnerships with higher education, industry and community groups to enhance the educational program and extended learning opportunities for AIT students and staff.
9. Supervises the operation of AIT; assigns workloads and establishes work schedules; directs and supervises duties of staff. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new staff; observing staff; evaluating staff; acting on staff problems; and recommending staff transfers, promotions, discipline and discharge.
10. Organizes and facilitates staff meetings, professional development opportunities, community meetings, and special events.
11. Provides for professional growth through life-long learning and continuous improvement of staff.
12. Recruits and retains instructors for programs at AIT.
13. Demonstrates a positive view of the philosophy and objective of the center and cooperatives with superintendents in the evaluation process.
14. Conducts all center related activities in a manner that serves as a positive influence on students and staff, and uses discretion discussing center-related topics.
15. Carries out AIT policies, guidelines and procedures.
16. Complies with applicable district, state, and federal laws, rules, and regulations.
17. Maintains high degree of professional ethics and appropriate dress of a professional administrator.
18. Performs all other duties and responsibilities assigned by the Superintendents.

*Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned.*

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**KNOWLEDGE,  
SKILLS, AND  
ABILITIES**

Knowledge of administrative policies and procedures; Advanced management, organizational, human relations, communications and interpersonal skills; Exceptional writing and communication abilities; Ability to oversee the development of multi-district career center program of study; Ability to work with internal and external stakeholders; Ability to develop and maintain effective working relationships with superintendents, administrators and center staff; Ability to use independent judgement and discretion in directing and managing scope of authority; Ability to instruct others through explanation, demonstration and supervised practice, and/or make recommendations on the basis of technical disciplines; Ability to prepare and monitor the center budget; Ability to complete, process, and maintain all required data, records, reports, and confidential information; Ability to develop and maintain effective communications with all stakeholders; Skilled at representing the Districts in public forums; and Ability to operate general office equipment such as a computer, calculator, copier, etc.

**TOOLS AND  
EQUIPMENT  
USAGE**

Use computers for communication, desktop publishing, word processing, spreadsheets, presentations, and online or custom applications.

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**EDUCATION**

Master's Degree in Secondary Administration, Doctorate preferred.

**EXPERIENCE**

Ten years of experience in education with three of these years in administration, either in education of the public or private sector. In meeting this requirement, the superintendents may make appropriate allowance for the possession of earned advance degrees. Work experience as a CATE director is preferred. Demonstrated competence in administration, leadership, and industry partnerships are prerequisites for this position. Additionally, candidates should be active members in professional organizations concerned with career and technical education at the local, state and national levels.

**LICENSES,  
CERTIFICATIONS**

**REQUIRED:** Must be able to obtain South Carolina Secondary Administrator Certification and CATE Director Certification

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**PHYSICAL  
REQUIREMENTS**

**ACTIVITIES:** Standing 1/3 to 2/3 of the time; Walking 2/3 of the time; Sitting under 1/3 of the time.

**LIFTING:** Up to 10lbs under 1/3 of the time; Up to 25lbs under 1/3 of the time; Up to 50lbs under 1/3 of the time; Up to 100lbs none of the time; More than 100lbs none of the time.

**VISION  
REQUIREMENTS**

No special vision requirements.

**WORKING  
CONDITIONS  
AND HAZARDS**

Indoor Environment, Outdoor Environment, Noise.