Twin Rivers Career & Technical Education Area

Area Career &Technical Education Director

Employment to start July 2014

Contract Length: 12 months with 2 weeks' vacation (240 days)

Salary: Commensurate with Experience/Degree

Qualifications:

1. An Indiana Director of Vocational (Career & Technical) Education License (preferred) or
2. An Indiana Secondary Administration and Supervision License
3. Successful teaching and/or administrative experience in Career & Technical Education
4. Strong communication skills
5. Technology skills
6. Knowledge of budgeting

Responsibilities:

A. Coordinate leadership activities for career and technical education with the Twin Rivers Governing Board, area advisory committee, program advisory committees, participating school corporations, area businesses and not-for-profit organizations.

B. Maintain current knowledge of all pertinent rules and regulations affecting career & technical education

C. Supervise and coordinate all phases of the area career & technical education programs and provide leadership and coordination for the prevocational programs.

D. Promote career & technical education in all the participating schools

E. Develop and monitor budget for area administration and area programs

F. Supervise and evaluate teachers and programs of Twin Rivers Area

G. Coordinate teacher license requirements, including Workplace Specialist Licenses, for CTE

H. Serve as the executive officer of the Board of Directors. Implement the policies of the Board and attend all meetings. Prepare the agenda and related information for monthly meetings. Provide background information and recommendations to the board on agenda items.

I. Develop administrative principles and procedures for implementing Board policies and recommend additional administrative staff and clerical help as the growth of the area warrants.

J. Assign and supervise instructional and non-instructional personnel for the area

K. Provide a continuous appraisal to the staff of all policies which originate with the Board

L. Coordinate all fiscal and accounting functions as necessary for the area career & technical education program including the preparation of the annual budget

M. Advise and assist in obtaining state and federal funds for career & technical education programs

N. Use technology to complete area CTE data collection requirements and reports for all CTE students and programs in all participating schools to submit information for state funding, program performance reports, student attendance and student achievement/grades

O. Complete applications, follow-up reports, final reports and fiscal requirement for grants that support career & technical education

P. Attend professional meetings and conferences to keep abreast of state involvement and activities of additional career & technical endeavors

Q. Maintain membership and participate in affairs of professional societies devoted to the advancement of career & technical education

R. Review and evaluate on-going CTE programs for the purpose of upgrading and improving quality

S. Supervise and coordinate applicable surveys, in-service workshops, and curriculum development

T. Aid in developing and maintaining standards of instruction and provide for the improvement of quality in instruction method through supervision

U. Direct the in-service training of teachers through conferences, workshops

V. Cooperate with area school principals, counselors and other appropriate personnel in establishing and maintaining desirable student selection

W. Maintain an active public relations program

Application Submission: Send letter of Interest and attached completed forms with a current Resume, including references with contact information by: Friday, June 20, 2014

To: Travis Madison, Superintendent
Barr-Reeve Community Schools
PO Box 97
Montgomery, IN 47558

Office: 812/486-3220 Fax: 812/486-3509
tmadison@barr.k12.in.us

TWIN RIVERS CAREER AND TECHNICAL EDUCATION AREA

REQUEST FOR BACKGROUND INFORMATION

Jobs with the Twin Rivers Career and Technical Education Area involve contact with our student population. We ask that you complete the questions below to help us evaluate your suitability to work with these students. All applicants are expected to provide us with this information; you are not being singled out for closer inspection. This request is a part of the application itself and any misrepresentation or omission of fact may be grounds for disqualification from further consideration or for termination from employment (regardless of when the misrepresentation or omission is discovered).

The conviction of a crime or any affirmation answer provided by you on this request is not an automotive bar to employment. Twin Rivers Career and Technical Education Area will consider the nature of any conviction or alleged conduct underlying the affirmative response, the date of the alleged conduct in question, your intervening conduct, and the relationship between the offense or alleged conduct underlying the affirmative response and the position for which your are applying.

1. If you are now working, is your conduct as an employee or the quality of your work the focus of any investigation by your current employer?

Yes_____ No_____ If yes, explain the circumstances on a separate paper and attach it to this application.

2. Have you ever resigned from a job after being disciplined by your employer or after being offered the opportunity to resign rather than be terminated?

Yes_____ No_____ If yes, explain the circumstances on a separate paper and attach it to this application.

3. Have you ever been investigated for, charged with, or plead guilty or “no contest” to any crime involving the sexual abuse of any person or indecency with a minor?

Yes_____ No_____ If yes, explain the circumstances on a separate paper and attach it to this application.

4. Have you ever been charged with a crime, other than a minor traffic offense, where the court has deferred further proceedings without entering a finding of guilt and placed you on probation or in a public service or education program?

Yes_____ No_____ If yes, explain the circumstances on a separate paper and attach it to this application.

_____ _____

Signature Date

TWIN RIVERS CAREER AND TECHNICAL EDUCATION AREA

AUTHORIZATION AND RELEASE

I authorize Twin Rivers Career and Technical Education Area to check my employment history, including (without limitation) reference checks, and to seek the release of investigatory information, including a “limited criminal history”, possessed by any private or public employer or any local, state, or federal agency. I authorize these private or public employers or local, state, or federal agencies to provide to Twin Rivers Career and Technical Education Area any information they may release concerning the matters described herein, and I will cooperate to the extent necessary to obtain the release of this information.

In connection with any request for or provision of such information, I expressly waive any claims or causes or action (including without limitation, defamation, infliction or emotional distress, invasion of privacy, or interference with contractual relations) that I might otherwise have against Twin Rivers Career and Technical Education Area, its officials, employees, trustees, or agents, or against any provider of such information.

I have read this authorization and release of all claims, and I expressly agree to the terms set out herein. In addition, the information provided in this application and attachments are true and correct to the best of my knowledge.

_____ _____

Signature Date

_____ _____

Print your name Date of Birth