



**GENESEE INTERMEDIATE SCHOOL DISTRICT**  
**Human Resources and Operations**

***Employee Job Description***

**Job Title:**        **Principal of Genesee Career Institute**

**Job Summary:**

The Principal of Genesee Career Institute is responsible for the overall administration, supervision and implementation of career-technical programs and support services for students attending the Genesee Career Institute (Career-Technical Education Center). Develops student/staff schedules and coordinates programs/activities. Responsible for student support and discipline. Responsible for student achievement. Assists with the recruitment and selection of center staff in accordance with intermediate school district employment procedures. Supervises and evaluates staff. Provides ongoing communication to parents, guardians and caregivers. Demonstrates the ability to partner with post-secondary institutions to develop and implement innovative career-technical education program delivery. Serves as a member of the Career-Technical Education advisory group.

**Essential Duties (May include, but not limited to):**

1. Serves as building principal responsible for the overall administration, supervision and implementation of career-technical programs and support services for students attending the Career-Technical Education Center.
2. Develops student/staff schedules and coordinates programs/activities.
3. Responsible for student support and discipline.
4. Responsible for student achievement.
5. Assists with the recruitment and selection of center staff in accordance with intermediate school district employment procedures.
6. Supervises and evaluates staff.
7. Provides ongoing communication to parents, guardians and caregivers.
8. Demonstrates the ability to partner with post-secondary institutions to develop and implement innovative career-technical education program delivery.
9. Serves as a member of the Career-Technical Education advisory group.
10. Works with CTE director to establish the operating budget for the center.
11. Monitors and controls expenses and expenditures within the established operating budget.
12. Completes all required reports in career-technical education at GISD, state and federal levels.
13. Insures the maintenance of records, documents, statistics and data related to student enrollment, student discipline and program operation as required.
14. Seeks special grants that relate to career-technical education.
15. Participates, as appropriate, in professional organizations, business organizations and political activities for the promotion and improvement of adult and career-technical programs.
16. Works with local administrators, staff and advisory committees in support of the needs of business and industry.
17. Assists in the coordination of college credit articulation.
18. Represents the center on various regional and state planning committees for career-technical education.
19. Maintains current knowledge in career and technical education matters and policy.
20. Develops, coordinates and implements an ongoing school improvement planning, implementation and measurement system.
21. Ensures that teachers and staff participate in professional development and training activities that improve teaching and student achievement.

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**Other Duties:**

1. Serves in special administrative assignments as designated by the Superintendent.
2. Follows District health and safety procedures.
3. Develops and implements community education and job training programs in collaboration with local agencies, colleges and universities.
4. Performs other related duties as assigned.

**Qualifications:**

**Education:** Master's degree required. Valid Michigan administrator and teacher certificate required with full vocational authorization preferred.

**Experience:** Three years of experience as a building principal or administrator required. Prefer administrative experience in career-technical education. Three years of Career-Technical education teaching experience preferred.

**Skills/Other:** Demonstrated knowledge and understanding of adolescence, curriculum planning and development, the school improvement planning and implementation process. Experience reviewing and assessing student achievement in career-technical education core performance indicators. Experience in employment, supervision, evaluation and corrective action. Ability to develop computerized student/staff course schedules and implementation of intermediate school district board policies and district/building operation procedures at the secondary level. Effective written, oral and interpersonal communication skills. Ability to assess and determine the utilization of appropriate teaching strategies for adolescents. Ability to utilize district technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the district. Demonstrates a commitment to the Genesee Intermediate School District (GISD) mission, purpose, belief statements and learning principles. Ability to assess and determine the appropriate use of a variety of student assessment tools. Ability to work a flexible workday, work week, and work year. Demonstrate honesty, integrity, and professionalism at all times. Exhibits self-control, mature judgment, congeniality and ethical standards in all working relationships. Demonstrated mental/physical ability and stamina for meeting the essential duties of the position. Punctuality and good attendance are requirements for the position. Ability to exercise good judgment and made decisions in accordance with GISD board policies and established administrative guidelines.

**Special Job Considerations:**

**Certification:** Required   X   Not Required        Desirable

**Type of Certification:** Administrative   X\*   Teacher   X   Other   \*continuing education requirement  

**Bargaining Unit Position:** GIEA        GIESPA        None   X  

**Salary Schedule:** Administrative

**Immediate Supervisor:** Executive Director, Career-Technical Education

**Supervision:** Adult, alternative and career-technical staff as assigned

**Date:** September 6, 2017      **Approved** \_\_\_\_\_

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