Position Title: Principal – LISD TECH Center Campus
Area: Instruction
Reports To: Assistant Superintendent – Secondary Instruction & Technology
Supervises: Administrative, Instructional, and Support Staff on the LISD TECH Center Campus
Last Revised: June 2012

SUMMARY:
Provide instructional leadership, supervision, and coordination of LISD TECH Center K-12 and post secondary programs, Career Technical Education (CTE) across Lenawee County, the LISD PREP Academy and LISD Career Preparation Services so to increase and integrate student growth and achievement towards a high school diploma as well as a post-secondary certificates or degrees. Continue to improve quality standards of excellence so that each student may derive the greatest benefit from their instructional experience based on research and best practices for the curricula, instruction, and assessment.

ESSENTIAL JOB FUNCTIONS include the following. Other duties may be assigned.

- Provide instructional leadership and responsible for the school improvement process, curricula, instruction, and assessment based on research and best practices
- Supervise assigned instructional and administrative staff towards effective instructional interventions that result annually in meaningful and increased measurable student growth
- Coordinate and supervise operations on the LISD TECH Center campus, including all programs and services located on the main campus (with the exception of the middle college and young children services), the Center for Sustainable Future campus, programs located at ProMedica North, Less Than Class Size locations, Work Support Services and any other operations that may develop in the future
- Support ongoing positive working relationships and planning with JCC@LISD TECH
- Assist in interviewing and make recommendations to LISD Staff Resource office on new hires and supervise and evaluate teaching and support staff for the LISD PREP Academy, and LISD TECH Center
- Provide leadership and assume responsibilities including the management of federal Perkins funding as the LISD Regional CTE Career Initiative (CI) Coordinator for the counties of Lenawee, Hillsdale, and Jackson
- Supervise, develop, and coordinate LISD Career Preparation Services (CPS) as P-20 career planning occurs for all Lenawee County students
- Supervise, develop, and coordinate Adult Learning Services @ LISD TECH Center including the identification of 40 – 80 short-term adult programs annually
Conduct meaningful, current and accurate program and curricula evaluations; and then make recommendations for program improvement to the Assistant Superintendent that will further enhance students gaining successful technical skill and core academic attainment towards a high school diploma and a post-secondary certificate or degree.

This shall annually include assessing data from at least:
- Students progress on achieving LISD Board approved Student Outcomes
- Local and regional future employment forecasts
- LISD TECH Center Program Annual Reviews (PAR)
- State and National CTE standards
- Input from Advisory Committees

Promote positive youth development to create an increased sense of purpose, student leadership, positive self-esteem, appropriate social skills, and individual career planning

Monitor, evaluate, and facilitate outreach and support for increased and sustainable student enrollment

Assist with the preparation and administration of CTE, LISD PREP Academy, budgets within established LISD Board Policy

Facilitate Project Lead The Way (PLTW) K-16 County-Wide programming on the LISD TECH Center campuses

Provide administrative oversight as the point person for preparation, coordination, interpretations, and communication of CTE financial reimbursement data to local school districts, including potential dual enrollment, transportation, career counseling, and Project Lead The Way (PLTW) staffing costs

Provide innovative and proactive leadership, direction, and expertise for a shared LISD PLTW Teacher - Itinerant for PLTW High School Programs – CTE for local districts’ PLTW high school programs assigned to high schools as he/she reports to the LISD administration

Maintain visible community presence with business and industry

Schedule and conduct staff meetings

Make recommendations for equipment and technology purchases based on analysis of employment forecast data, the Program Annual Review (PAR) process and Advisory Committees as per established LISD procedures

Attend administrative meetings as requested

Maintain communication with Lenawee County local school district principals and with CTE counterparts throughout the state

Oversee supervision of activities relating to student matters according to established procedures

Develop and implement policies and procedures consistent with the LISD Strategic Plan

Serve as liaison with state and local organizations and agencies involved with CTE and career development

Assist in the implementation of the LISD Master Agreements

Work with the maintenance/custodial staff on matters pertaining to the upkeep and operation of the LISD TECH Center
 Assist with planning and presenting developments of the updated site master plan and curricula related to the LISD Center for a Sustainable Future

Communicate recommendations for School Delays/Closing due to Inclement Weather on the LISD TECH Center campus

Collaboratively create and implement a school improvement plan that supports increased student growth, achievement and success.

Create and update the alignment between Michigan Graduation required High School Content Expectations (HSCE) with Career Technical Education (CTE) technical skills.

Work with Career Prep Services staff to make sure all TECH Center Campus students have an active EDP with a transition plan for their post-secondary experience.

LISD PREP Academy

Promote the development and implementation of a LISD school improvement process at the LISD PREP Academy including curricula appropriate to secondary course content leading to high school degree completion, early childhood education, parenting education, and align curricula with Michigan Curriculum Framework in an alternative education setting

Coordinate services with LISD PREP Academy Child Care Supervisor and on-site coordinator

Serve as a liaison with local public and private school districts, agencies, organizations, and government agencies

Ensure on-going compliance with Michigan School Code, Michigan State Aid Act, and additional funding source requirements.

Promote and ensure staff development for LISD PREP Academy staff school staff.

Evaluate programs to ensure they meet stated goals and objectives, compliance with funding sources, and ensure effective teaching/learning occurs.

Coordinate service opportunities for students enrolled at the LISD PREP Academy with LISD Young Children Services, LISD TECH Center, LISD Career Preparation Services, LISD Special Education, and JCC @ LISD TECH Center leading to successful completion of a high school diploma and related college coursework towards a post-secondary certificate or degree

Competencies, Skills and Abilities:

- Ability to use computer for tasks such as for basic word processing, daily email, electronic calendaring, excel data processing, etc.
- Ability to balance figures
- Ability to compile statistics
- Ability to coordinate itineraries/meetings/events/schedules
- Ability to research information
- Ability to prioritize multiple tasks
- Ability to deal effectively with a changing environment and be open to new ideas
- Ability to communicate in person, via phone and computer

Physical Demands:
• Occasional reaching/stooping/bending/kneeling/ crouching
• Must be able to move intermittently throughout the work day with frequent prolonged standing/walking/talking
• Must be able to read and speak the English language
• Must have visual acuity
• Must be able to see, hear, and move intermittently, or use prosthetics that will enable you to function adequately to assure that the requirements of this position can be fully met
• Must be able to cope with the mental and emotional stress of the position

Working Conditions:
• Handle high stress and multi-task situations
• Must have a regular and reliable level of attendance
• Occasional pressures due to multiple calls and projects
• May be exposed to long and/or irregular hours

➢ Assumes other responsibilities and performs other duties as assigned by the Assistant Superintendent – Instruction
  • Aware of and complies with LISD Policies and Procedures in support of non-discrimination standards

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
Required:
• Master of Arts Degree in Education
• Minimum five (5) years of successful teaching experience
• Minimum five (5) years successful administrative experience

Preferred:
• Three (3) years administrative experience in Career Technical Education (CTE)
• Coursework completed in CTE administration/ supervision

CERTIFICATES, LICENSES, and REGISTRATIONS
• Valid Michigan teaching certificate and/or Vocational/Occupation Education Certificate
• Applicable administrative certification

TERMS OF EMPLOYMENT
255 Days
Grade = Salaried J

EVALUATION
Performance of this job will be evaluated in accordance with provisions of the LISD Board Policy on “Staff Evaluation.”

Approved by: _________________________________ Date: _____________

Reviewed and Agreed to by: ______________________ Date: _____________