

**Approved: November 15, 2018**

**ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT**

**JOB DESCRIPTION**

**DIRECTOR OF WORKFORCE DEVELOPMENT**

**QUALIFICATIONS:**

- Must hold Chapter 74 Educator License with Department of Elementary and Secondary Education
- Supervisor/Director Licensure required
- Experience working with Massachusetts Department of Elementary and Secondary Education for Program Development
- Demonstrates strong verbal and written communication skills
- Possesses superior interpersonal skills

**REPORTS TO:**

Superintendent-Director

**RESPONSIBILITIES:**

1. Assist with the District supervision and evaluation model, including evaluating faculty and staff, as assigned by the Principal; work jointly with the administrative team to ensure that effective strategies for improving instruction and student outcomes are implemented.
2. Collaborate with Career & Technical Education Directors to coordinate program development.
3. Collaborate with Career & Technical Education Instructors in partnership with workforce development.
4. Collaborate with the Cooperative Education Coordinator in partnership with employers for student opportunities.
5. Direct and Administer the Adult Education Program consistent with the District's philosophy, mission and goals.
6. Supervise the administration of Adult Education, including personnel working within these instructional programs.
7. Oversee the distribution of all promotional materials for Adult Education.
8. Oversee the preparation of facilities and class schedules for Adult Education.

9. Recommend personnel for employment within the instructional programs; evaluate staff and personnel; participate in employer and employee dispute resolution on behalf of the employer, as appropriate.
10. Manage course registration, payment and program budgets.
11. Develop and promote special events, seminars and workshops for Adult Education.
12. Represent the District at community meetings.
13. Increase awareness of District programs among students, parents, employers, business and industry professionals, organizations, community leaders and citizens, sending school districts and public officials/agencies.
14. Oversee and develop partnership programs with higher education and other post-secondary institutions.
15. Work with appropriate administrators to increase the number of articulation agreements with higher education institutions.
16. Serve as Liaison between Essex North Shore Agricultural & Technical School and area colleges for adult programs.
17. Seek to identify other types of partnerships, including those with business and industry, member districts, governmental agencies, etc.
18. Foster community relations between the District and the communities it serves (both member and non-member) by developing and implementing a strategic communications and identity plan to include community outreach focused on the school's unique identity and value.
19. Cultivate contacts with media, local newspaper and cable television personnel and social media platforms.
20. Integrate publicity and communications activities in Career and Technical Education areas to increase career/technical awareness in the public domain.
21. Work with potential partnership (higher education, employers, member districts) to design creative approaches to programming, promoting courses, etc.
22. Assist in the design of promotional materials for the annual Open House in collaboration with the Admissions Coordinator.
23. Investigate opportunities for the development of post-secondary programs in the District.
24. Assume any additional job responsibilities not inconsistent with the role when assigned by the Superintendent-Director or the Principal.

## TERMS AND CONDITIONS OF EMPLOYMENT

1. This is a twelve-month administrative position.
2. The nature of this position requires hours beyond the regular school day. It is expected that the person filling this position will give priority to completing the necessary tasks and set hours accordingly.
3. Salary and fringe benefits to be established by the Superintendent-Director in accordance with the policies established by the School Committee.