

Pioneer Technology Center Performance Profile

Title

Instructional Director

Employer Brand

Pioneer Technology Center is an engaging and supportive workplace focused on collaboration, innovation, building relationships and providing high quality programs and services. At Pioneer Technology Center, we are committed to providing our students and clients the services, training, and skills they need with a focus on positive impact for the communities we serve.

Organizational Value

At Pioneer Technology Center our Core Values are: People, Innovation, Character, Learning and Economic Development.

Behaviors

1. Includer - 5: Dependable, Loyal, Team-focused, Reliable, Responsible
2. Relator - 5: Supportive, Respectful, Cooperative, Diplomatic, Accepting
3. Facilitator - 4: Encouraging, Observant, Intuitive, Perceptive, Insightful
4. Connector - 4: Deliberate, Productive, Disciplined, Focused, Goal-oriented

Skills

1. Working in a team environment – 5
2. Manage several projects simultaneously – 5
3. Ability to build relationships and relate to students, faculty, and staff – 5
4. Communicate effectively with staff, customers, clients, and stakeholders – 5
5. Desire to continually learn – 5
6. Knowledge of school law and teacher credentialing – 5
7. Proficient with computer technology and software – 5
8. Knowledge of curriculum development – 4
9. Understanding of age appropriate instructional strategies – 4
10. Demonstrate sound organizational skills – 4

Experience

1. Five years of experience in Education – 5
2. Previous teaching experience - 5
3. Experience in Career and Technical Education – 4

Education & Credentials

- Master's degree with three to five years' experience in a technology center or school administration. Oklahoma Department of Education Principal's Certification required. Oklahoma Department of Career and Technology Education Administration Certificate required. Vocational Teacher's Certification Endorsement or three to five years of technology center experience preferred. Classroom experience in a technology center preferred. Three to five years of instructional leadership and supervising teachers preferred.

Physical Factors

Be able to perform under stress when confronted with Emergency, critical or unusual situations.

Standards of Performance

Instructional Director will be evaluated annually.

FLSA Classification

Exempt

Contract Length

12-month

Reporting Relationship

Responsible to the Pioneer Technology Center Board of Education and Superintendent/CEO and Executive Director, Full-Time Programs

Supervisory

Instructional Staff in supervised areas

Working Relationships

Must develop and maintain a positive working relationship with other Pioneer Technology Center staff members, students, parents, business and industry representatives and interested community members necessary to provide quality educational programs.

Activity Summary

1. Department/Staff Supervision

- a. Supervise instructional and/or federal programs as assigned.

- b. Supervise and assist in the preparation of reports concerning instructional and/or federal programs as assigned.
- c. Perform observations and evaluations for all personnel in areas supervised.

2. Organizational/Department/Program Management

- a. Participate in the development and implementation of continuous improvement, long-term and short-term goals, for all areas of responsibility.
- b. Monitor performance measures of supervised areas, assist in the development of goals to ensure continuous improvement and that support and resources necessary to achieve desired performance are available.
- c. Make recommendations to the Executive Director, Full-Time Programs providing for: selection of personnel replacements, interviewing of prospective employees, documentation for employee dismissal, acquisition of equipment and supplies, etc., maintaining and improving Pioneer Technology Center programs.
- d. Support the schools' mission and participate in the team management process.
- e. Maintain a professional attitude and appearance when representing PTC.
- f. Monitor for and assist in maintaining a safe environment for students and staff.
- g. Oversee and coordinate all aspects of instruction for supervised areas: budgets, purchasing, classroom management, recruitment/enrollment of students, instructional delivery techniques, selection of appropriate curriculum to meet individual student needs, and scheduling substitute personnel.
- h. Assist in the development, evaluation and coordination of educational programs which conform to state and school board standards and are validated by industry through meetings with staff, industry representatives, review of teachers' activities and issuance of directives.
- i. Work with program instructors on program accreditation/certification and professional certifications/re-certifications.
- j. Encourage and support active staff participation in professional organizations.
- k. Maintain administrative oversight for student organization advisors and CTSO activities for supervised areas.
- l. Manage student discipline issues in adherence to Pioneer Technology Center policies and procedures.
- m. Assist in updating the Student Handbook(s) and Staff Handbook yearly.
- n. Provide administrative oversight in the organization, development and maintenance of worksite learning experiences and job placement opportunities for qualified students.
- o. Responsible for the development and implementation of strategic plan components and continuous improvement goals for areas of responsibility.

3. Record gathering, maintenance, and management

- a. Oversee budgets for supervised areas.
- b. Oversee the management of student records for supervised areas.

4. Connecting with Customers (internal and external)

- a. Work with the Communications & Marketing Coordinator to develop news releases to the news media throughout the district.

- b. Work with other Pioneer Technology Center staff to recruit students, promote Pioneer Technology Center programs/services and provide career awareness in the sending school districts.
- c. Provide assistance to staff for the development of proposals and contracts.
- d. Assure that in-service activities are available for professional development.
- e. Establish and maintain relationships with colleges, community organizations, and district schools to coordinate educational services.
- f. Work closely with the sending schools to maintain positive working relationships.
- g. Work with sending school personnel to address student issues/concerns.
- h. Communicate with student, parent, instructor, Pioneer Technology Center counselor, agency representative, and/or sending school counselor/principal regarding excessive absences, student participation in school activities, discipline issues, student successes, etc.
- i. Develop and maintain community and business/industry relationships by actively seeking input from advisory councils, focus groups, civic groups and/or business and industry partners to ensure that services are based on community needs.
- j. Work with instructors, as a resource, to develop business and industry relations.
- k. Promote Pioneer Technology Center and its programs and employees at every available opportunity, with specific responsibilities for recruitment and promotion of the supervised areas of responsibility.

5. Professional Responsibility

- a. Keep abreast of new legislation and school law changes in student related areas.
- b. Attend regular and special meetings of the Board of Education of Pioneer Technology Center, Pioneer Technology Center meetings/in-service activities, required ODCTE conferences and workshops, and any other conferences/meetings as required.
- c. Maintain administrative certification from the Oklahoma Department of Education.
- d. Maintain professional attitude and appearance when representing Pioneer Technology Center.
- e. Keep informed of policies affecting the district and assist in upholding and enforcing the board policies and administrative procedures.
- f. Perform such other tasks, assume such other duties, and exercise such other authority as may be required or conferred upon me by law or the Board of Education through the Superintendent/CEO.