



EMPLOYMENT OPPORTUNITIES

13501 NE 28th Street
P.O. Box 8910
Vancouver, WA 98668-8910

Website: www.evergreenps.org/employment

Opening Date: 01/14/2019

Closing Date: 03/06/19
OR UNTIL A QUALIFIED CANDIDATE IS IDENTIFIED
AND APPOINTED TO THE POSITION
Job Type: Certificated

POSITION TITLE: DIRECTOR
1.00 FTE
CASCADIA TECHNICAL ACADEMY SKILLS CENTER

DESCRIPTION - RESPONSIBILITIES:

Cascadia Technical Academy Skills Center Director leads and manages the career, technical education and academic programs of the Cascadia Technical Academy based upon state and industry standards and strategic leadership of the Superintendents' Administrative Council.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

- o Manage staff, programs, budgets, and facilities, of Cascadia Technical Academy.
- o Facilitate the collaborative decision making structure of the Cascadia Technical Academy Superintendents' Administrative Council.
- o Manage all operational and instructional responsibilities with accountability to Cascadia Technical Academy Superintendents' Administrative Councils policies and key performance indicators.
- o Manage the daily operation of Cascadia Technical Academy within the administrative support structure of the Evergreen School District (host district).
- o Implement and comply with the Evergreen Public Schools policies/procedures.
- o Create a school culture that promotes the ongoing improvement of teaching and learning for students and staff.
- o Manage school climate and facilities to promote student, staff, and school safety.
- o Lead the development, implementation and/or evaluation of a data-driven school program to increase student achievement.
- o Assist instructional staff in the alignment of curriculum to state, national and industry standards and implement effective instructional and assessment practices.
- o Hire, supervise and evaluate staff to promote effective performance.
- o Manage staff and fiscal resources to support student achievement and legal responsibilities.
- o Partner with industry and community to develop effective programs and promote student learning.
- o Professionally interact with students, staff and community.
- o Maintain consistent attendance and conform to regular work hours specified under contract.
- o Follow Evergreen Public Schools calendar as the host district.

QUALIFICATIONS:

Skills, Knowledge and Abilities required to perform the functions of the job include:

- o Possess a current Washington State Administrator Certificate.
- o Possess a Career and Technical Education (CTE) Administrative Certificate (preferred).
- o Knowledge of rules and regulations governing the operation of a skills center and career and technical education.
- o Knowledge of relevant curriculum, instruction, assessment, programs, and industry.
- o Knowledge and skills in fiscal management and compliance.
- o Skills in instructional leadership.
- o Skills and ability to effectively communicate with a variety of constituents.
- o Knowledge and skills in hiring, supervising and evaluating staff.
- o Skills in effective decision making, problem solving and group facilitation.
- o Skills in time management and organization.
- o Skills in resolving conflict, addressing issues, and grievances.
- o Skills in interpersonal relations and collaboration.
- o Ability to relate to and develop working relationships with students.
- o Ability to work with a diverse group of people under a variety of circumstances.
- o Ability to adapt to changing work priorities.
- o Ability to utilize district and community resources to meet student and program needs.
- o Ability to strengthen job-related competencies.
- o Training and/or experience or willingness to take course work to increase knowledge and use of the following: Anti-bias and Multicultural Education, FirstAid/CPR.
- o Qualify for a Type II Drivers Certificate.

EDUCATION:

Possess a Washington State Principal's Certificate

Possess a Washington State Administrative Certificate in Career and Technical Education Preferred

EXPERIENCE:

Five or more years of secondary teaching experience in career and technical education preferred

Five or more years of building and/or central office administration experience preferred

One or more years of administrative experience with career and technical education preferred

TERMS OF EMPLOYMENT:

Employment is on a conditional basis pending completion of a state and national background check.

Effective Date: July 1, 2019

Salary: \$136,843-\$152,048 DOE

Benefits: Competitive Package

Work Year: 219 Days (07.01.19 - 06.30.20)

The Evergreen Public Schools will accept applications from individuals wishing to share the position.

"EQUAL OPPORTUNITY EMPLOYER"