

SEDALIA SCHOOL DISTRICT #200

Job Title: Center for Advanced Professional Studies (CAPS) Director

Job Overview

- Director/Coordinator/Licensed Staff salary schedule
- Employed for 250 days as set in the annual calendar under direction of the Principal
- Reviewed annually with recommendation for re-employment determined in March
- Reports to High School Principal

Qualifications

- Masters degree with emphasis in career and technology education leadership preferred or experience from other related field
- Teacher Certification by The State of Missouri preferred
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression
- Ability to organize and plan effectively
- Excellent communication skills and a positive attitude toward generating successful teamwork
- Possess an ethical and professional attitude toward colleagues and the policies of the district

Other Working Conditions

- Vacations, leave policies, and fringe benefits as stated in Board policies
- Spend the necessary time required to fulfill the duties of the position
- Opportunity to continue professional preparation with the prior approval of Administration
- Opportunity to attend professional meetings at district expense
- Be a member and participant in the activities of professional organizations
- Work cooperatively with administration and staff throughout the district
- Collaborate and work cooperatively with civil and community groups and leaders

Purpose

The position of CAPS Director is tasked with ensuring the educational and operational management of the CAPS program and facility.

Responsibilities and Duties

People Development:

- Lead the recruitment, retention and supervision of CAPS instructors, guest instructors and staff.
- Develop, execute and evaluate the professional development of the CAPS instructors, classified staff and guest instructors, including mandatory certifications and training modules.
- Lead the CAPS Professional Learning Communities team and processes including collaboration with district high schools.
- Lead the execution of the CAPS School Learning Plan.
- Oversee the CTE (career and technical education) Program

Stakeholder Development:

- Develop and manage effective parent communication strategies.
- Develop and maintain positive, effective relationships with the administration and leadership teams of high schools and middle schools through ongoing relationship management and communications.
- Develop and maintain positive, effective relationships with the internal support teams, i.e. business/finance, communications, facilities, and IT.
- Partner with the executive director and business development specialist, to recruit, develop, retain and monitor business and industry partners.
- Partner with the executive director and business development manager to develop and implement internal and external marketing/communications strategy.
- Provide CAPS students support with business partner letters of recommendations and other validation testimonials for freshman admissions officers and/or scholarship applications.

Curriculum, Instruction and Assessment:

- Manage the entire inventory of CAPS curriculum, R & D for future curriculum, integrated credit strategy, and archival of curriculum.
- Lead the development and retention of university affiliations and articulation agreements.
- Manage the implementation of problem-based instructional strategies.
- Manage the CAPS Effectiveness Program, i.e. collection of data, analysis, trend, report, monitor, modify.
- Analyze student assessment data to manage modifications to the CAPS programs.

Student Development

- Manage the student body in the adherence to CAPS business ethics expectations, i.e. professionalism, dress code, behavior, code of conduct.
- Manage the CAPS attendance policy through weekly review of attendance records, partnering with home high schools to develop individualized student attendance improvement plans, meeting with parents/students to resolve issues, meeting with parents/students and CAPS instructors to provide customization plans for attendance.
- Manage issues of student performance in partnership with CAPS instructors, parents and mentors. The director, in partnership with the CAPS instructors, is responsible for developing individualized academic plans when issues arise.
- Provide a single point of contact for the CAPS program with high school personnel for the purpose of customized attendance, achievement or behavior plans.
- Facilitate parent discussions and/or concerns, in partnership with CAPS instructors, regarding issues pertaining to grading and withdrawal procedures.
- Partner with CAPS instructors to develop, place and monitor CAPS Internships and associated projects.
- Provide conflict/concern management strategies to resolve issues with students, parents, and community.

Enrollment Management

- Manage the CAPS application process for all interested juniors and seniors.

- Work to create a fair and efficient CAPS enrollment process that integrates with the HS enrollment process.
- In partnership with HS counselors, parents and students, provide counseling services for CAPS students to ensure CAPS coursework meets the needs of the students' interest, credit and schedule.
- Manage the logistics of school tours, CAPS open houses, orientation sessions, career fairs and university visits.

Financial and Operational Management:

- Manage the CAPS facility, operations and specialized equipment inventory/maintenance processes.
- Manage the CAPS building budget.
- Manage the development and implementation of paid summer and evening programs, resulting in additional revenue and enhancement of middle school programming.
- Serve as the CAPS student activities and clubs office.
- Facilities management and supervision of custodial/maintenance/construction punch lists.
- Oversee student fees process and collections.
- Oversee the technology operations of the facility, hand-held devices, software deployment, etc.
- Manage the CAPS satellite sites

DISCLAIMER

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.