



Director

General Definition of Work

Performs complex professional and administrative work directing all programs, operations, activities, staff and facilities of Wright Technical Center, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Governing Board. Organizational supervision is exercised over all employees within the Wright Technical Center and students attending District 966.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below 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.

Essential Functions

- Reviews proposed budgets and prepares and submits proposed budgets to the Governing Board for approval.
- Attends and participates in various meetings.
- Reviews and prepares written reports and recommendations for the School Board and various boards and committees.
- Meets and confers with various citizen groups or individual citizens as well as with employees.
- Reviews and revises policies and procedures and recommends improvements and adjustments to the School Board.
- Performs liaison activities to other local, regional, state and federal agencies and organizations.
- Meets with the School Board, staff, government officials and others to establish goals and objectives, prepare reports, schedules and agenda, develop short and long term operating and capital plans, develop funding sources and strategies.

Great River Perkins Consortium Fiscal Host Coordinator

The MN Department of Education is the reporting agency, with Wright Technical Center the fiscal agent, for the Carl D. Perkins federal grant.

Duties include:

Write the Great River Perkins annual plan, meeting the requirements of the State Perkins Plan in the collaboration of the Great River member districts and post-secondary partners

Complete state reports as required by MDE, including narrative and financial reports

- Attend collaboration meetings with other consortium coordinators, business partners, etc. to carry out the initiatives of the grants.
- Attend required Minnesota meetings pertaining to the Perkins grant
- Attend state and national meetings as appropriate relating to CTE issues

- Carry out the goals of the grant within the district(s) represented
- Monitor, complete, and update yearly MOE Program Approval process for all CTE programs in respective districts
- Monitor the fiscal aspects of the grant:
- Obtain and maintain signed agreements/spreadsheets between your district and Consortium Coordinator.
- Manage expenditures appropriate to the goals of the grant.
- Monitor expenditure reports in January, May and on the final expenditure report.
- Submit appropriate permission for expenditures over \$1,000 to Consortium Coordinator.
- Monitor Minnesota CTE initiatives and incorporate into Perkins Consortium plan goals.

Knowledge, Skills and Abilities

Comprehensive knowledge of the principles, practices and procedures of school administration; comprehensive knowledge of the School Board objectives, procedures and organization; comprehensive knowledge of school personnel and administrative practices, procedures and methods; excellent oral and written communications skills; ability to work with and through school board members, administrators, teachers and all support staff; ability to conceptualize, initiate, monitor and evaluate new and/or current programs; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to establish and maintain effective working relationships with school board members, government officials, media members, various vendors, community organizations, parents, teachers, staff and associates.

Education and Experience

Master's degree in educational administration, leadership, or related field and moderate experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, frequently requires speaking or hearing and occasionally requires standing, walking, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

State of Minnesota Superintendent or Vocational Director's License.