
BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action X

Item: Request for Personal Assistant Principal

Submitted by: Ron Gorman

Date: May 5, 2023

Recommended by: Joe Lienesch

Board Meeting Date: May 5, 2023

RECOMMENDATION:

KCTC is recommending hiring one (1 FTE) Assistant Principal to assist in CTE Curriculum & Program Improvement

BACKGROUND:

This position will Coordinate and lead initiatives for quality instruction and professional learning in collaboration with the Program Principals while ensuring the CTE curriculum is consistent with state program standards. This will be achieved by guiding positive system changes and staff development for Core Performance Indicators and Program Quality Measures to improve the instructional process. This position will be funded out of the CTE budget.



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Job Description

Job Title: Assistant Principal (CTE Curriculum & Program Improvement)
Kent Career Tech Center

Reports To: Principal - KCTC or Designee (Immediate Supervisor)

Classification: Professional

Summary: Coordinates and leads the initiatives for quality instruction and professional learning in collaboration with the Program Principals for all Kent ISD Secondary Programs and Assists the Principal in the administration of KCTC programs and staff supervision to achieve the mission and vision for the Kent Intermediate School District.

Job Qualifications:

1. Master's degree specializing in Secondary School Administration and/or Career and Technical Education Administration
2. Valid Michigan Secondary School Administrator Certificate; or be qualified to obtain Michigan Secondary School Administrator Certificate
3. Coursework in administration, supervision, and evaluation of instruction in secondary programs
4. Minimum 5 years of experience as a teacher and/or administrator. Experience teaching/leading Career and Technical Education (CTE) preferred. Minimum 3 years or more of administrative/supervisory experience preferred
5. Strong technology skills
6. Strong knowledge of and experience implementing student intervention processes and supports. Familiarity with MTSS and PBIS is preferred
7. Strong knowledge of and experience implementing CTE program improvement and OCTE processes is preferred
8. Strong leadership experiences, visioning experiences, communication skills (verbal and written), organizational, budget oversight, and administrative team collaboration skills are essential
9. Experience working with a diverse population of students is preferred
10. Experience working with teams on continuous school improvement initiatives preferred

Specific Duties and Responsibilities:

1. Provides the leadership to ensure that a positive school climate and culture are maintained consistent with District regulations and policies
2. Provide ongoing, high-quality, sustained, classroom-focused professional development that has a positive and lasting impact on classroom instruction and teacher performance



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3. Plan professional development based on information gained from attendance at regional, state, and national conferences/meetings, including integrating academics and 21st Century Skills into the existing CTE curriculum
4. Works with assigned staff and Program Advisory Committees relating to all aspects of the assigned CTE programs at the Kent Career Tech Center – including such duties as budget oversight, personnel management, course curriculum revision and development, CTE compliance, program data analysis, program promotion and marketing, parent engagement, student discipline appeals, collaborative projects with other programs, and other facets of CTE
5. Assist the Principal in initiating and/or guiding positive system changes and staff development for Core Performance Indicators and Program Quality Measures to improve the instructional process, document student learning, and improve student outcomes to ensure the success of students in a high-wage, high-skill, and/or high-demand economy
6. Coordinate CTE student count data
7. Coordinate and conduct staff training for CIP Self-review completion
8. Ensure the CTE curriculum is consistent with state program standards and representative of labor market needs
9. Provide administrative support, guidance, and oversight to all CTE programs' college articulation agreements and dual enrollment
10. Participate in state-sponsored in-services, meetings, and conferences to remain current in the OCTE policies, procedures, and requirements
11. Assists in evaluating teachers and support staff consistent with the District approved evaluation process
12. Develops and maintains good public relations within the community and other stakeholder groups
13. Work with other CTE staff, such as the technology department, pupil-accounting Student Support Services, and work-based learning coordinators, to coordinate CTE-wide initiatives
14. Works with other Tech Center administrators to fulfill the needs of students within the objectives of Career & Technical Education
15. Assists the Principal in the efficient and effective operation of the Tech Center and assumes other duties as delegated

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.