

**Position:** Principal – Muskegon Area Career Tech Center/CEPD Administrator

**Job Classification:** Administrative

**Reports To:** Associate Superintendent of Academic Services

The Principal/CEPD Administrator supervises the day-to-day program operations of the Muskegon Area Career Tech Center; evaluates performance of staff; oversees staff and program development as well as establish the link to the State Department of Career Education as the Career Education Planning District (CEPD)/Career Initiative (CI) Administrator.

**Qualifications:** The Principal must possess a Master's degree (Vocational Education and/or Educational Leadership preferred.), a valid Michigan teaching certificate with Career Technical Education endorsement, and approval as a Vocational Administrator through the Michigan Department of Education Office of Career & Technical Education. Three years successful teaching experience in a Career Technical Education area and at least five years experience in the field of Career Technical Education is strongly preferred.

**ESSENTIAL JOB FUNCTIONS:**

1. Supervises professional staff, paraprofessionals, and clerical staff assigned to the Muskegon Area Career Tech Center.
2. Evaluates personnel assigned to the Muskegon Area Career Tech Center programs.
3. Coordinates curriculum development, professional development, and in-service training programs.
4. Participates in staff interviews and hiring procedures.
5. Ensures that required and desired professional development opportunities are provided for staff.
6. Is proficient in the use of technology for instruction, student management and assessment.
7. Monitors budgets and ensures that purchasing and other established financial procedures are followed.
8. Assumes responsibility for the collection and reporting of data for the Muskegon Area Career Tech Center CTEIS pupil accounting process.
9. Ensures that all programming is conducted according to applicable State and Federal laws, rules, regulations, etc.
10. Assumes the responsibility of the CEPD/CI Administrator by attending meetings and overseeing state reports and compliance issues.
11. Performs such other tasks and assumes such other responsibilities as the Associate Superintendent may assign.

Annual Salary = \$131,121  
Expense Account = \$0 Reimbursed  
Expenses = \$0 Supplemental  
Compensation = \$1,750