

Mid-Maine Technical Center

Assistant Director

Start Date: July 1, 2024

Mid-Maine Technical Center is a regional, technical high school serving 11th and 12th grade students from Lawrence, Messalonskee, Waterville, and Winslow High Schools. MMTC offers twenty-seven technical courses that prepare students for post-secondary education and employment by providing instruction and practical experiences through industry-recognized curricula.

Job Goal:

The primary goal of this position is to build positive relationships and work collaboratively with students, staff, parents, industry and educational partners throughout multiple sending districts to facilitate opportunities for students.

QUALIFICATIONS

- The Assistant Director (AD) shall possess and maintain appropriate State of Maine certification: Building Administrator (040) or Assistant Building Administrator (045)
- A practical knowledge of industrial, technical, and business operations, career and technical education (CTE) and CTE standards.
- A working knowledge of state and federal special education rules and regulations including IDEA and ESSA.
- Preference will be given to individuals with previous administrative or career and technical experience and familiarity with current research based teaching/learning strategies.
- Excellent people and communication skills.
- Ability to work in a team environment
- Ability to use technology to develop and maintain appropriate documentation of student records.
- Must be able to problem solve with a creative, entrepreneurial approach
- Must possess strong program leadership capabilities and excellent personnel skill
- Such alternatives to the above qualifications as the Director may find appropriate

Performance Responsibilities

- Develop ideas and support a marketing plan including materials, both printed and electronic, that highlight the programs and services available to prospective students, parents, and community members at MMTC. The Assistant Director will be responsible for supporting and maintaining up-to-date materials on the school's social media sites and websites.
- Develop and review with the Director, on an annual basis, a student handbook and registration materials that are consistent with State established guidelines and regulations.
- Organize and maintain on-going visitation and orientation opportunities that encourage and support prospective students, parents, staff and others to become acquainted with the programs available through MMTC.

- Implements data-driven decision making for documenting and validating student achievement through the use of assessment techniques and strategies in order to improve instruction.
- Assist classroom teachers in the establishment and/or review of program competencies that are consistent with state and/or national standards.
- Coordinates, facilitates and evaluates the curriculum and instructional programs and makes appropriate recommendations.
- Assist staff with the implementation of accommodations outlined in IEP and 504 plans.
- Organize and manage a student record-keeping system.
- Develop and maintain course descriptions that describe program competencies, student expectations, and opportunities for further study or employment for each program area.
- Work collaboratively with administrative and instructional staff in the ongoing implementation and updating of an electronic attendance and grading system.
- Assist the Director with teacher evaluations and recertification.
- Assist the Director with the completion of grants.
- Provide assistance in resolving scheduling and credit attainment issues.
- Assist staff with establishing relationships with community, business and industry groups.
- Develops appropriate staff development and training opportunities for teachers that are focused on curriculum, instruction and assessment.
- Assists in the selection of appropriate textbooks, teacher guides and other instructional materials.
- Ensures that all programs have active Program Advisory Committees (PAC) in compliance with state guidelines.
- Assists Director in implementing and maintaining an effective mentorship model.
- Assist staff with corrective action regarding student issues, including communication with parents and sending school administrators.
- Oversee student activities and student organizations.
- Serve on statewide committees to represent Mid-Maine Technical Center students and faculty.
- Establish and maintain school-wide programs and assemblies.
- Plan and organize the annual Fall Open House/College/Career Fair and end of year celebrations for seniors and underclassmen.
- Serve as a member of the Administrative Team.
- Develop, in collaboration with sending school guidance staff, a recruitment and admissions process.
- Encourage, support, and oversee a student mentoring/placement program that provides an opportunity for students to gain practical work experience through employment with local business and industry, including post-secondary training and job opportunities.
- Oversee student activities and student organizations.
- Perform additional duties and responsibilities that may be assigned by the director.

Terms of Employment:

- Salary based on Administrators' salary schedule; 260 days.

Application materials may be obtained on the Mid-Maine Technical Center website, www.mmtc.me or by calling the MMTC office at 873-0102. Submitted applications should include a completed application, cover letter, and resume. **Applications will be accepted until April 19, 2024 at 2pm.**

Applications should be sent electronically to kwaite@aos92.org or can be mailed to:

Mid-Maine Technical Center
c/o Assistant Director
3 Brooklyn Avenue
Waterville, Maine 04901