

BOYS AND GIRLS HOMES OF NORTH CAROLINA

P.O. BOX 127

LAKE WACCAMAW, NORTH CAROLINA

NAME:

POSITION/DEPARTMENT: SUPERVISOR OF VOCATIONAL SCHOOL

PERSONAL QUALIFICATIONS: Holds a valid vocational teaching certificate
Five years of teaching experience in vocational schools, preferred
Five years of supervisory experience, preferred
Holds a Bachelor's degree from a regional accredited college or university (Masters preferred)
Knowledge of classroom teaching principles and techniques
Knowledge of the principles of supervision
Ability to assess the effectiveness and feasibility of specific vocational programs

SUPERVISOR/CHAIN OF COMMAND: Vice President of Residential Services

WORKING SCHEDULE: Exempt, professional full time position scheduled to meet the needs of BGHNC, the youth and the cottage.

JOB SUMMARY: Supervisor provides instructional leadership to students under their supervision, but not limited to: curriculum planning, review and implementation and professional development. Supervisor is responsible for building administration and safety and welfare of both students and staff.

SERVICE RESPONSIBILITIES:

1. Coordinate and supervise all activities and programs conducted at the building level. Experience in implementing the principles and current trends in curriculum, staff development, and essential elements of instruction. Approves students' entrance into program.
2. Responsible for the overall achievement, welfare and conduct of students within the program. Evaluate the performance of each student in the program. Maintain required records.
3. Ability to prepare a school related budget. Ability to write reports. Ability to apply the concepts of basic math, algebra, and geometry consistent with the duties of this position. Ability to define problems, collect, review, and analyze data, establish facts and draw conclusions. Ability to interpret and implement an extensive variety of technical instruction in mathematical and diagram from and deal with abstract and concrete variables.
4. Responsible for the safety, conduct, and general welfare of students. Responsible for the safe operation of the physical plant and the general welfare of all students, staff, parents, and guests on or about the vocational school site.

5. Ability to establish and maintain effective working relationship with school and campus staff, administrators, parents, and other members of the community. Ability to promote and maintain strong parental and community involvement.
6. Maintain responsibility for maintenance and proper utilization of facilities. Supervision of facilities.
7. Possess qualities in shared decision making skills. Commitment to innovation and creativity. Experience with a diverse resident population.
8. Keep curriculum current, consulting the literature and other professionals in the field for ideas and writing materials as needed.
9. Development, evaluation and implementation of curriculum program, consensus, and team building models, interdisciplinary teams and shared decision-making.
10. Ability to read and analyze, and interpret general vocational journals and governmental and state regulations.
11. Speak effectively and make public presentations to large and small groups.
12. All other duties as assigned by the VP of Residential Services.

ORGANIZATIONAL RESPONSIBILITIES:

1. Engage in regular supervision with one’s supervisor.
2. Fully support and model the mission, vision, and values of BGHNC.
3. Model servant leadership and strength-based philosophies.
4. Deal constructively and helpfully with all other members of the organization.
5. Adhere to all policies, systems, safety requirements, and procedures of the organization.
6. Be a professional representative of the organization to those outside it.
7. Be aware of the cultural and socioeconomic characteristics of persons served.
8. Participate in required training appropriate to your position, and beneficial to the vision of BGHNC.

WORKING CONDITIONS:

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| 1. Physical requirements: | |
| Walking, escorting | 50% |
| Bending, twisting, keyboarding, sitting | 30% |
| Kneeling, climbing stairs, ladders, reaching, squeezing | |
| Tool use, restraints, sports, lifting, pulling, carrying | 20% |

SIGNATURE

DATE

HUMAN RESOURCES MANAGER

DATE