VSC
VERMONT STATE COLLEGES

Job Classification Description

ASSISTANT DIRECTOR, CASTLETON CENTER FOR SCHOOLS/CSC
VSC UP – PAT Bargaining Unit GRADE 15
EXEMPT

BASIC FUNCTION
Assist the Director in coordinating and administering regional operations for the Castleton Center for Schools.

CHARACTERISTIC DUTIES & RESPONSIBILITIES
- Assist to plan, implement, administer, coordinate, monitor, and evaluate the various specific activities, functions, and services of the Castleton Center for Schools, including operating policies and procedures, as well as outreach professional development programs.
- Identify potential audience for current and prospective course and program offerings.
- Serve as a field-based liaison to develop partnerships and collaborative relationships that advance the educational needs of all learners.
- Seek funding for the Center projects.
- Oversee grants for Center projects.
- Identify outstanding part-time faculty to teach in the college's Education programs in: Teacher Preparation, Special Education, and Language Arts and Reading.

SUPERVISION RECEIVED
General supervision is received from the Director of Castleton Center for Schools.

SUPERVISION EXERCISED
Supervise support staff, as required.

MINIMUM QUALIFICATIONS

Master's degree in education administration, or other appropriate discipline, plus five to ten years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Successful experience in customer service and public relations.
- Experience in working with schools or in an educational setting.
- Must be organized, hard working, responsive, and entrepreneurial.
- Strong interpersonal and communication skills essential.
- Must have excellent judgment, writing skills, and creativity.

This general outline illustrates the type of work, which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.