

**GORDON COUNTY COLLEGE AND CAREER ACADEMY  
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**Job Description**

**TITLE:** Chief Executive Officer (CEO) of Gordon County College and Career Academy (GCCCA)

**REPORTS TO:** Board of Directors of Gordon County College and Career Academy and Superintendent of Gordon County Schools

**QUALIFICATIONS:**

1. **Valid Educational Leadership Certification in Administration and Supervision or significant experience in successfully managing a large business organization.**
2. **Minimum of a bachelors degree or higher is required**

**JOB OBJECTIVES:**

To provide leadership in developing and maintaining the best possible educational programs and services at GCCCA, a Georgia charter school and, as such, also a nonprofit corporation..

**ESSENTIAL JOB FUNCTIONS:**

1. Assumes responsibility for continuous improvement of partnership between school system, technical college, and business community.
2. Manages public and private assets of GCCCA.
3. Helps prepare and administer annual local plan for CTAE.
4. Represents the Directors as a liaison between GCCCA and education and business communities.
5. Establishes and maintains appropriate public relations initiatives.
6. Communicates with Board of Directors and Superintendent as necessary and/or appropriate.
7. Assumes responsibility for planning and submission of annual budget to Board of Directors and Superintendent.
8. Assumes responsibility for filing of all reports required by government and school system.
9. Recommends personnel actions to Directors and Superintendent.
10. Exercises leadership in development and improvement of curriculum and instructional programs of GCCCA.
11. Supervises the school's educational program and works cooperatively with

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appropriate staff in the development, revision, and evaluation of the curriculum.

12. Maintains cooperative working relationship with government agencies and community organizations.
13. Attends professional meetings, conferences, and workshops to maintain professional knowledge/skills.
14. Assumes responsibility for the implementation and observance of all state and local policies and regulations by the school's staff and students.
15. Works cooperatively in the recruiting, screening, hiring, training, assigning, and evaluation of the school's staff as defined by board policy and regulations and recommends personnel actions to the Superintendent.
16. Develops long-term relationships with postsecondary institutions.
17. Interacts with local businesses and engages them as supporters of GCCCA's mission.
18. Performs other duties as assigned by Directors and the Superintendent.

**JOB LOCATION:**

Gordon County College and Career Academy (GCCCA)

**CRITICAL SKILLS/EXPERTISE** (Needed for this job specifically):

1. Communication skills
2. Organizational skills
3. Administrative skills
4. Basic technology/computer skills

**Name of Evaluation Instrument for this job description:** Georgia Superintendent Evaluation or similar evaluation bridging administration, business, and partnerships.

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**JOB DESCRIPTION**

**POSITION TITLE:** Director of High School Programs of Gordon County College and Career Academy (GCCCA)

**ADMINISTRATIVE RELATIONSHIP:** Reports to Chief Executive Officer (CEO) of GCCCA

**QUALIFICATIONS:**

1. Valid Educational Leadership Certification in Administration and Supervision
2. Minimum five years teaching experience at the secondary level; secondary teaching and administrative experience desirable

**JOB GOAL:** To provide the best educational opportunities for students, develop positive school and community relations and create a culture of high student achievement and a focus on preparing students for careers and postsecondary options

**DUTIES AND RESPONSIBILITIES:**

1. Work collaboratively with the CEO to ensure management of the facility, programs, and services.
2. Serve as the instructional leader for GCCCA
3. Provide responsible leadership for the direction, supervision and coordination of the school administrative and instructional operations and assigned personnel
4. Assume responsibility for curriculum development, supervision and evaluation of personnel, school plant management, maintenance of sound school discipline and a positive learning environment
5. Develop, promote and ensure the collaboration/implementation of the instructional, intra-curricula, dual/joint enrollment, WBL and other community-based programs housed in the school
6. Oversee the daily operation of the 9-12 instructional program, student transportation, discipline and facility management
7. Plan, implement and evaluate programs and procedures for the health, emergency, safety, compliance and welfare of the students in the building
8. Support the instructional development and coordination of effective education components of GCCCA
9. Serve as a liaison between GCCCA and community, college/technical programs and local high schools
10. Coordinate hiring, supervise and evaluate all 9-12 instructional and support staff members following district policy and procedures
11. Coordinate with base high schools to plan and develop master schedule for most effective use of personnel, facilities and resources

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12. Coordinate with instructional staff to identify needed instructional materials and equipment, prepare annual budget and appropriate purchase requests
13. Develop and implement school site policies, methods and procedures
14. Performs other duties and tasks as assigned by the CEO

**JOB LOCATION:**

Gordon County College and Career Academy (GCCCA)

**CRITICAL SKILLS/EXPERTISE** (Needed for this job specifically):

5. Communication skills
6. Organizational skills
7. Administrative skills
8. Basic technology/computer skills

**Name of Evaluation Instrument for this job description:** Georgia Leadership Evaluation Instrument

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**Job Description**

**TITLE:** Business/Community Director of Gordon County College and Career Academy (GCCCA)

**REPORTS TO:** Chief Executive Officer (CEO) Gordon County College and Career Academy

**QUALIFICATIONS:**

3. A minimum of five years of successful experience in related business position and/or career technical education and/or counseling
4. Successful career development experience
5. Successful grant writing and/or fundraising experience
6. Proven track record of building and enhancing public/private partnerships
7. Holds a Work-based Learning Endorsement or Equivalent

**JOB OBJECTIVES:**

To provide enhanced educational opportunities for students by developing business and community partnerships for students and creating a culture of business and community engagement in all programs.

**ESSENTIAL JOB FUNCTIONS:**

1. Develop and improve relations with local business/industry and community organizations
2. Coordinates the development of fundraising efforts of GCCCA and aligns fundraising with specific programs
3. Coordinates the development of board approved endowment programs
4. Seeks and applies for grants related to the instructional programs offered at GCCCA
5. Coordinates the Work-based Learning program and creates business relations to support the WBL program
6. Assists CEO in establishing and maintain sound home and community relationships
7. Assists CEO in developing a marketing plan for GCCCA
8. Assists CEO in developing and implementing a student recruitment plan
9. Develops Annual report for GCCCA
10. Supervises business engagement committees for GCCCA
11. Coordinates career pathway planning with the counseling/guidance department at each middle and high school
12. Assists students in making career pathway decisions
13. Organizes parent and community orientation meetings focused on career pathways and programs available for students
14. Creates a communication plan to inform teachers, students and parents on career pathways
15. Fosters ongoing collaboration among academic, CTAE, and technical college

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instructors

16. Organizes job shadowing and other CRE activities
17. Assists CTAE Director in maintain CTAE advisory council
18. Provides professional learning opportunities for teachers regarding career development programs
19. Performs other duties as assigned by the CEO

**JOB LOCATION:**

Gordon County College and Career Academy (GCCCA)

**CRITICAL SKILLS/EXPERTISE (Needed for this job specifically):**

Communication skills  
Organizational skills  
Basic technology/computer skills