

ATLANTA PUBLIC SCHOOLS  
PERSONNEL DIVISION

ANNOUNCEMENT OF VACANCY

January 30, 1969

- Position:** Director Job Corps Skill Center
- Education:** Bachelors degree required; master's degree preferred. Must meet State Department of Education requirements for certification in Vocational Education.
- Experience:** Three years vocational teaching experience. Broad industrial experience desired.
- Salary Range:**
- |             |                           |
|-------------|---------------------------|
| B.S. Degree | \$13,723.80 - \$15,360.60 |
| M.S. Degree | \$14,542.20 - \$16,179.00 |
| EDS. Degree | \$15,360.60 - \$16,997.40 |
| DR. Degree  | \$16,179.00 - \$17,815.80 |
- Job Description:** Plans, organizes, and directs the educational program and administrative functions of the Skill Center. Reports to the Executive Director of Vocational-Technical and Adult Education.
- Other Qualifications:** Must have extensive knowledge of the principles and methods of organization of course content, the principles and techniques of teaching and General school administration; knowledge of academic subjects and their place and value in a Vocational Education Program. Must have exceptional ability to plan, organize, and direct a school program of vocational instruction; to enlist, organize, and effectively use advisory committees. Must have considerable ability to evaluate instructional techniques, procedures, and equipment; present comments and opinions clearly and concisely; create and maintain cooperative relationships with others; and to anticipate, to analyze, and to prepare plans to meet needs and situations. Must have ability to apply budgetary principles, and to establish effective records and report systems.
- Functional Responsibilities:**
- Plans, develops and administers programs to provide educational opportunities and counseling for students. Cooperates with business, civic, and other organizations to develop curricula to meet needs and interests of students and community. Appoints advisory committee for each major instructional area.
- Establishes procedures, in cooperation with the Job Corps and Employment Security Agencies, for the recruitment registration, and placement of students, and supervises these activities.
- Interviews and recommends selection and placement of staff and faculty and other personnel necessary for operation of the Skill Center. Provides in-service training for instructors.

Supervises review and evaluation of course content and schedules, and revision as necessary to meet student and community needs.

Prepares periodic budgets and determines allocation of funds within overall authorizations.

Directs preparation of pamphlets, posters, news releases, and radio and television scripts to publicize and promote personnel recruitment and educational programs.

Supervises collection and analysis of data from questionnaires, interviews, and group discussions to evaluate curricula, teaching methods, and community participation in Skill Center programs.

Establishes procedures for preparation of records and reports; for maintenance, accountability, and equipment, assigned to the Skill Center; and supervises these activities.

Plans, develops, and administers physical educational program, recreational program, and student residential program.

Plans work of faculty committees and directs school safety program to include fire and emergency drills.

Statement of  
Interest:

Statement of Interest should be mailed to Mrs. Ruth Satterfield, Director of Recruitment and Placement, Personnel Division, 224 Central Avenue, S. W., Atlanta, 30303, no later than Friday, February 14, 1969.

Interviews:

Applicants will be notified of date and time of interview.

RHS/fm

