

DACUM Research Chart for Career- Technical and Adult Administrator

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Duties

Tasks

A Provide Educational Leadership

A-1 Strengthen Board Relations	A-2 Lead Strategic Planning Process	A-3 Initiate Organizational Changes	A-4 Influence Legislative Outcomes	A-5 Educate Internal and External Stakeholders	A-6 Develop Community Relationships
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A-14 Develop Educational Linkages	A-15 Complete Administrative Tasks	A-16 Balance Work, Family & Community Activities			
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B Oversee Student Services

B-1 Direct Recruitment Efforts	B-2 Coordinate Master Schedule Development	B-3 Recognize Student Achievement	B-4 Promote Student Leadership	B-5 Provide Educational Options	B-6 Maintain Student Records
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C Direct Curriculum Initiatives

C-1 Oversee Curriculum Audit	C-2 Solicit Business & Industry Input	C-3 Analyze Performance Indicators e.g., state, local, CIP, HSTW	C-4 Facilitate Enrichment/Remediation Activities	C-5 Facilitate Course Development	C-6 Facilitate Instructional Resource Acquisitions
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D Manage Fiscal Affairs

D-1 Comply With Legislative Mandates	D-2 Develop Organizational Budgets	D-3 Analyze Organizational Budgets	D-4 Project Revenue Sources	D-5 Monitor Accounts Receivables	D-6 Procure Consumable Supplies
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E Manage Human Resources

E-1 Recruit New Employees	E-2 Select Qualified Staff	E-3 Mentor New Employees	E-4 Provide Professional Development Opportunities	E-5 Administer Employee Policies and Procedures	E-6 Evaluate Employee Performance
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F Manage Physical Resources

F-1 Ensure a Safe/Secure Environment	F-2 Conduct Physical Plant Assessment	F-3 Comply with Local, State, and Federal Regulations	F-4 Coordinate Capital Improvements	F-5 Maintain Organizational Buildings and Grounds	F-6 Maintain Asset Inventories
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G Market Career-Technical and Adult Education

G-1 Review Marketing Practices	G-2 Identify Internal/External Customers	G-3 Formulate Goals and Strategies	G-4 Promote Collaborative Partnerships	G-5 Employ Media Sources	G-6 Develop a Marketing Plan
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H Pursue Professional Development

H-1 Develop Personal Strategic Plan	H-2 Pursue Advanced Coursework	H-3 Participate in Professional Organizations	H-4 Develop Professional Contacts	H-5 Participate in Professional Activities	H-6 Share Professional Information
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A-7 Recommend Board Policy	A-8 Model Professional Behavior	A-9 Delegate Leadership Opportunities	A-10 Empower Staff to Make Decisions	A-11 Motivate Staff Performance	A-12 Manage Organizational Resources	A-13 Monitor Student Outcomes
B-7 Monitor Student Placement	B-8 Support Counseling Services	B-9 Enforce Code of Conduct	B-10 Coordinate Student-Parent Information	B-11 Comply with Special Needs Regulations e.g., IDEA, ADA	B-12 Provide For Testing and Assessment	
C-7 Monitor Program Credentials e.g., N+, A+, NIMS, AYES, MCSE, ACF, FAA, AWS	C-8 Support Career Development Infusion	C-9 Monitor Curriculum Delivery				
D-7 Procure Approved Equipment	D-8 Manage Purchased Services	D-9 Follow Approved Accounting Practices	D-10 Provide Financial Information to Stakeholders	D-11 Participate In Contract Negotiations		
E-7 Recommend Employment Contracts	E-8 Administer Negotiated Agreements	E-9 Comply With Federal and State Employment Laws	E-10 Provide Staff Recognition	E-11 Participate In Local Professional Development Committee Activities (LPDC)	E-12 Mediate Personnel Issues	E-13 Maintain Employee Records
F-7 Oversee Food Service Operation	F-8 Oversee Organizational Vehicles	F-9 Coordinate Lease Agreements	F-10 Facilitate Utilities Audit	F-11 Oversee Technology Plan		
G-7 Project a Consistent Image	G-8 Prepare Promotional Materials	G-9 Implement Marketing Plan	G-10 Evaluate Marketing Strategies			

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<p>General Knowledge and Skills</p> <p>Problem-Solving Management Team Building Communication Creativity Mediation Crisis Management Listening Decision-Making Delegation Time Management Analytical Skills School Law Rules, Regulations, Policies And Procedures School Finance Organizational skills Computer Skills Multi-tasking Skills</p> <p>Negotiation Skills Leadership Skills Human Relations Conflict Management Cultural Awareness Master's Degree Administrative License Lifelong Learning Professional Update Forecasting Trends Networking Adult/Child Psychology Adult Learning Meetings Management Politics Advocacy Empowerment Trouble-shooting</p>	<p>Tools, Equipment, Materials and Supplies</p> <p>Cell Phones Printers Pagers District Policy Manual Fax Shredder Flashlight Crisis Plan Medical Key Desk Coffee Pot Weather Alert Radio Compliance Manual Safety Glasses Identification Badge Digital Camera</p> <p>Computers Ohio Revised Code ODE Directory Negotiated Agreements E-Mail\WWW Office Supplies Fog Horn Master Keys Office Files Copier Federal Regulations Material Safety Data Sheets (MSDS) Walkie Talkie (2-way radio) Personal Digital Assistant (PDA)</p>
<p>Worker Behaviors</p> <p>Patient Assertive Focused Resourceful Creative Results Oriented Open-Minded Fair Flexible Available Sense of Humor Receptive Discrete Trustworthy Loyal Forgiving Ethical Helpful Consistent Dedicated</p> <p>Realistic Reflective Honest Dependable Visionary Risk-taker Enthusiastic Proactive Optimistic Sensitivity Kind Rational Calming Intuitive Courteous Composed Professional Logical Common Sense Change Agent</p>	<p>Future Trends/Concerns</p> <p>Teacher Procurement Administrator Procurement Community Schools Program Delivery Virtual Learning High Stakes Testing Teacher Licensure Support Staff Procurement Substitute Teachers Funding Legislative Mandates Gifted and Talented Academic Standards Home Schooling Electronic Classroom of Tomorrow (ECOT) Private for Profit Company Schools</p>
	<p>Acronyms</p> <p>LPDC = Local Professional Development Committee IDEA = Individuals With Disabilities Education Act ADA = Americans with Disabilities Act IEP = Individual Educational Plan CIP = Continuous Improvement Plan HSTW = High Schools That Work NATEF = National Automotive Technicians Educational Foundation N+ = Networking Administrator A+ = Computer Repair and Service NIMS = National Institute of Metalworking Skills AYES = Automotive Youth Educational Service MCSE = Microsoft Certified Systems Engineer ACF = American Culinary Federation FAA = Federal Aviation Administration AWS = American Welding Society</p>