

**Supervisor Career and Technical Education  
New Hanover County Schools**

**Job Description**

**Class: Certified**

**Dept: Instruction and Academic Accountability**

**TITLE: Supervisor**

- QUALIFICATIONS:**
1. Master's degree in Education or a related field with a concentration in vocational education preferred and current North Carolina teaching certificate.
  2. Minimum of seven years teaching experience.
  3. Other qualifications as the superintendent and board may determine appropriate.

**REPORTS TO:** Director of Secondary Education

**JOB GOAL:** To assist the Director with the implementation of required state and local Career and Technical curriculum requirements for all New Hanover County Schools.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to instruction and academic issues.
2. Coordinate the Career and Technical Education instructional program; visit schools and observe classes to evaluate current programs and assess the need for new programs; meet with principals and teachers to discuss the implementation of curriculum goals.
3. Analyze data, determine if performance standards and benchmarks are met and make recommendations for improvement.
4. Provide instructional support and staff development opportunities for classroom teachers and administrators for designated technical course curriculum.
5. Assist with planning, implementation and evaluation of the Career /Technical programs and practices.
6. Maintain close working relationship with community and state agencies and area businesses, industry and labor organizations, in order to provide training consistent with needs and establish lay advisory committees as needed.

7. Compile information, coordinate development of all documents required, and recommend for approval the purchase of equipment, materials, and supplies appropriate for curriculum content.
8. Collaborate with other departments and serve on interdepartmental committees.
9. Keep abreast of educational initiatives and programs as well as state/federal recommendations and policies.
10. Assist with developing the annual budget for the Career and Technical Education programs.
11. Perform other duties and responsibilities as assigned by the Director of Instructional Services.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve month work year/FLSA Exempt

**Starting Salary and/or Grade:** SA III

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Knowledge of the Career and Technical Education curriculum area requirements.
- Ability to use web-based instructional and assessment systems.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.