

Job Title: Director of Career and Technology Education

Reports to: High School Principal

Dept./School: High School Campus

Wage/Hour Status: Exempt

Primary Purpose:

Coordinate and manage district career and technology education program and facilities to meet student needs. Serve as instructional leader in development and improvement of instructional programs in career and technology education.

Qualifications:

Education/Certification:

Master's degree with emphasis in education or career and technology

Special Knowledge/Skills:

Working knowledge of federal and state code governing career and technology education

Ability to manage budget and personnel

Ability to coordinate district function

Ability to implement policy and procedures

Ability to interpret data

Strong organizational, communication, public relations, and interpersonal skills

Experience:

Three years successful career and technology teaching experience

Major Responsibilities and Duties:

Instructional Management

1. Ensure that student progress is evaluated on a regular, systematic basis, and that findings are used to make career and technology program more effective.
2. Facilitate planning and application of technologies in career and technology education program.

3. Encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate.
4. Plan the necessary time, resources, and materials to support subordinates in accomplishing educational goals.
5. Obtain and use evaluative findings (including student achievement data) to gauge program effectiveness.
6. Ensure that curriculum renewal is continuous and responsive to student needs.
7. Provide career exploration and awareness resources and testing materials to all campuses.
8. Serve on state and local committees including Tech-Prep and School-to-Work committees.
9. Establish student admission criteria for each career and technology program.
10. Identify and define local job opportunities for students.
11. Assume responsibility for career and technology education facilities and coordinate needed repairs and maintenance.

Student Management

12. Implement district student-management policies, communicate expected student behavior related to career and technology programs and ensure enforcement of the Student Code of Conduct and the student handbook.
13. Establish and maintain open lines of communication by conducting conferences on vital issues with parents, students, and teachers.

Policy, Reports, and Law

14. Recommend sound policies directed to improve program.
15. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in area of career and technology education.
16. Compile, maintain, file, and present all physical and computerized reports, records, and other documents required.

Budget and Inventory

17. Administer the career and technology budget and ensure that programs are cost effective and that funds are managed prudently.

18. Compile budgets and cost estimates based on documented program needs.
19. Maintain a current inventory of supplies and equipment and recommend the disposal and replacement of equipment when necessary.
20. Approve and forward purchase orders for department to accounting department.

Personnel Management

21. Prepare, review, and revise job descriptions of career and technology department.
22. Develop training options and/or improvement plans to ensure operation of career and technology education department.
23. Evaluate job performance of employees to ensure effectiveness.
24. Participate in recruitment, selection, and training of personnel. Make sound recommendations about personnel placement, transfer, retention, discipline, and dismissal.

Communication and Community Support

25. Assist students, parents, and teachers with career, college, and scholarship information.
26. Recruit employers and businesses to provide learning experience to students and provide assistance as necessary.
27. Articulate the district's mission and goals in career and technology education to community and solicit its support in realizing mission.
28. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
29. Use appropriate and effective techniques to encourage community and parent involvement.

Supervisory Responsibilities:

Supervise and evaluate the performance of Network Administrator, Multimedia Specialist, Computer System Specialist, Instructional Technologist, Campus Technology contact, and department Office Manager.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent district wide and occasional statewide travel; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature

Date
